

**P.S.E.O. Program**  
**(Post Secondary Enrollment Options)**  
**Bethany Academy's General Policy regarding PSEO**

“Eligible institution” means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.

The purpose of this document is to inform Bethany Academy students and their parents about the opportunity and implications of enrolling in P.S.E.O. classes and specifically attending Normandale Community College. Be aware that Normandale Community College does not recruit students to this program and this document should not be interpreted as recruitment by Normandale Community College or endorsement by Bethany Academy. It is provided as information only to Bethany Academy students and parents of 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> graders so an informed decision can be made about participation.

Parents know their child best and should consider their student's level of maturity, social skills, self-motivation and chance of success in a college environment. Be aware that, because of the PSEO program, it is possible to graduate from college at a young age and be too young to get a job. For example, in the field of law enforcement you must be 21 before you can be employed.

College enrollment while still in high school is possible for 11<sup>th</sup> and 12<sup>th</sup> grade high school students with demonstrated academic achievement, advanced academic skills and the maturity to succeed in a college environment. This program allows high school students to earn college credits and, with the high school's permission, to use those credits toward the completion of their high school graduation requirements. Bethany Academy allows Normandale Community College courses to count as **electives** only toward high school graduation. The one exception to this rule is that P.E./Gym/Exercise- Science courses taken through Normandale can count as the 1 credit of Phy. Ed/Health required to graduate from Bethany Academy.

**ACCEPTANCE INTO THE P.S.E.O. PROGRAM:**

To be accepted into the program, students must:

1. Apply by the deadline:
  - a. Fall Semester: usually July 1 by 4 p.m.
  - b. Spring Semester: usually December 1 by 4 p.m.You may obtain an application packet by calling 952-487-8208 or by stopping by the Applications Window in the Admissions Office at Normandale.
2. Submit a completed and signed Normandale Community College PSEO application, a current official high school transcript in a sealed envelope, a Minnesota Department of Education PSEO Program Notice of Student Registration form with parts 1 and 2 completed, signed and return to Normandale College. Part 2 is signed by the Bethany Academy Dean of Students (Mr. Merry). This form may be downloaded at [www.normandale.edu](http://www.normandale.edu). These items need to be submitted together.

3. Submit official scores from ACT or PLAN, SAT or PSAT. Scores need to be mailed directly from the issuing institution to the Normandale office of Admissions. These scores are required because Bethany Academy class size is considered too small to use class rank. Bethany Academy administers the PSAT to 10<sup>th</sup> and 11<sup>th</sup> graders in October each year.
4. Based on the above scores, students may or may not be required to take Normandale Course Readiness Assessments. These assessments include Reading, Writing, and Math. Scores at the 1000 level or higher are the required prerequisite for many Normandale courses. The PSEO program will not pay for courses numbered under 1000. Students may retest once if they do not like their scores but a \$10 retest fee is charged. This fee is the responsibility of the student or parents, as it is not covered by the PSEO program. If satisfactory scores are not achieved on the retest, the student must wait one calendar year before testing again.
5. After all requirements for the Normandale Course Readiness Assessment have been met, students are invited to attend the Student Advising and Registration Session. Participation in this session is a mandatory requirement for all high school students registering for courses at Normandale.

### **IMPLICATIONS FOR BETHANY ACADEMY STUDENTS AND PARENTS:**

The decision to participate in this program needs to be well thought out and made well in advance of the deadline. There are many steps to the process. Normandale Community College uses a first come/first served model for registering students. Registration for classes is competitive. Whoever applies first may register first for classes. This includes PSEO students. If you apply on the deadline, you may be accepted but you may not get the courses you want at the times you want. Apply early!

Bethany Academy offers the PSAT assessment once per year in October. All 10<sup>th</sup> graders take this assessment. Students in 11<sup>th</sup> grade are encouraged to take it. These scores are needed by Normandale to make the PSEO admissions decision.

### **SCHOOL CALENDARS:**

1. Normandale Fall semester usually begins the 3<sup>rd</sup> week of August and ends in mid-December. Bethany usually begins the 4<sup>th</sup> week of August and ends later in December.
2. Normandale Spring semester usually begins after Martin Luther King Day in January and ends the second week of May. Bethany begins right after the first of the year and ends around June 1.
3. Spring Break for Normandale is usually the 3<sup>rd</sup> week of March. Bethany Academy's Spring Break is usually the last week of March.

### **IMPLICATIONS FOR BETHANY ACADEMY STUDENTS AND PARENTS:**

Bethany Academy students need to be willing to give up their Spring Breaks because the two schools never have spring break the same week. When Bethany Academy is off, the student still needs to attend school at Normandale. When Normandale is off the student still needs to attend

classes at Bethany Academy. Missing classes at Normandale for class trips or family vacations is not considered excused by Normandale College professors.

### **SCHOOL HOURS AND GETTING THE SCHEDULES TO FIT:**

1. Normandale Community College offers a majority of classes on the hour beginning at 7:00 a.m. through 10:00 p.m. A class period is usually 50 minutes (i.e. 8:00 a.m. to 8:50 a.m.). Some classes begin on the ½ hour and meet for 1 and ½ hours a day for two days a week (i.e. 12:30 to 1:50 on Tuesdays and Thursdays).
2. Night classes usually start at 6:00 p.m. and meet for 3 or 4 hours in a block. For example, a 3-credit class meets from 6:00 p.m. to 8:50 p.m. one night a week. A 4-credit class would meet from 6:00 p.m. to 9:50 p.m. one night a week.
3. Weekend classes are offered in a block on Friday nights and/or Saturday mornings or afternoons.
4. Bethany Academy required classes are usually offered in the mornings.
5. It is the student's responsibility to make sure they are able to get from one school to the other without being late for classes.
6. Normandale Students register for one semester at a time. The class schedule shows the times classes are offered. The fall semester class schedule is available in late March. The spring semester class schedule is published in late October.

### **IMPLICATIONS FOR BETHANY ACADEMY STUDENTS AND PARENTS:**

Students can easily take elective credits at Normandale Community College in the afternoons, evenings, or Saturdays. It is more difficult to get classes at Normandale in the mornings and still fit in required classes at Bethany. Students and parents should consider the travel time between schools. Although, the schools are close, parking at Normandale can be an issue at certain times of the day (10:00 and 11:00 a.m.) and at the beginning of each semester. Students can easily walk from Bethany to Normandale (if the weather cooperates) but the walk time is approximately 15 to 20 minutes. This needs to be figured into the student's schedule. College students cannot be late for class. For safety reasons, students should walk on the sidewalks to campus and not walk through the Normandale parking lot.

**Bethany Academy will discount tuition \$150.00 per semester class or \$75.00 per quarter class.**

### **DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE:**

The amount of study time required for a college course should be considered prior to registering for classes. Each credit represents one hour per week in the classroom. For example, a 3-credit college course will meet 3 hours per week in the classroom. Students need 2 hours of study time for every 1-hour in the classroom. A 3 credit class will require 6 hours of study time per week on the student's own time. Therefore, students are making a 9-hour commitment to that one college course each week. College students are not given classroom time to complete assignments.

## **IMPLICATIONS FOR BETHANY ACADEMY STUDENTS AND PARENTS:**

Be aware of the time commitment of a college course and make sure you realistically have the time needed to do well in a course. PSEO students need to understand that even though they are still in high school, the college courses are the start of their permanent college record. Good grades are essential. “Dropping” a class in the first 5 days of a term means the course is erased from the student’s permanent college transcript. You have the option of “withdrawing” from a class from the 6<sup>th</sup> day of the term until about 2/3 of the way through a semester. “Withdrawing” means you are giving yourself a grade of “W” on your transcript. This means you took yourself out of the class for some reason. A grade of “W” does not hurt the GPA but too many “W” on the college transcript may raise questions. PSEO students are responsible for knowing the withdrawal deadline.

## **DISCLAIMER**

Normandale College is not a Christian based college and therefore the curriculum may be contrary to accepted Christian teaching. The instructors may not reflect Christian perspective and may even take an opposing viewpoint towards Christian truths.

Bethany Academy does not endorse any instructor or courses for this very reason. The Bethany administration encourages parents to carefully consider if their son/daughter has the maturity, discernment, and stability to handle the academic and social environment at Normandale, or any other secular institution of learning.

## **COURSE IDEAS TO MEET BETHANY ACADEMY PHY ED REQUIREMENT:**

The mission of the Exercise Science Department (formerly Physical Education Department) at Normandale Community College is to provide lecture courses based on the science of kinesiology and offer a variety of lifetime fitness activities in proven concepts of wellness and fitness. Courses listed below are options that will fill Bethany Academy’s Physical Education/Health requirement.

Other courses require prior approval by the Bethany Academy Dean of Students. For a full description of each course see the Normandale Community College Catalog.

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EXSC 1102 Badminton--Fall  
EXSC 1103 Bowling--Spring  
EXSC 1104 Conditioning 1-Cardio-Kickboxing--Fall & Spring  
EXSC 1105 Fitness Yoga--Fall & Spring  
EXSC 1107 Golf--Fall & Spring  
EXSC 1109 Karate--Fall & Spring  
EXSC 1110 Snowboarding--Spring  
EXSC 1111 Downhill Skiing--Spring  
EXSC 1112 Tennis--Fall & Spring  
EXSC 1116 Volleyball--Fall  
EXSC 1128 Personal Nutrition and Exercise--Fall & Spring  
EXSC 1129 Fitness for Life 1--Fall & Spring  
EXSC 1130 Fitness Walking--Fall & Spring

EXSC 1131 Fitness Jogging--Fall & Spring  
 EXSC 1133 Fencing--Fall  
 EXSC 1151 Rock Climbing--Fall & Spring  
 EXSC 1153 Backpacking and Wilderness Preservation--Fall & Spring  
 EXSC 1200 Beginning Weight Training--Fall & Spring  
 EXSC 1400 Studio Cycling--Fall & Spring  
 EXSC 1500 Hiking and Snowshoeing--Fall & Spring

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**IDEAS FOR ELECTIVE CREDITS:**

The PSEO program is an opportunity for students to do two things at the same time: earn elective credits for Bethany Academy and take courses that will count toward their college degree. At their Student Advising and Registration Session held at Normandale, students will meet with a counselor for assistance in selecting courses that count toward their major and will transfer to the college the student intends to attend. If PSEO students are undecided, the Normandale Counselor will suggest course that are common to many colleges and many majors. English Composition (ENGC 1101) is an example of such a course. Students are encouraged to select courses that are consistent with the values and mission of Bethany Academy. The Dean of Students at Bethany Academy can provide you with additional guidance in course selection.

Each department at Normndale offers a variety of courses. See the Normandale Community College Catalog for a complete list of courses offered. Normandale offers a variety of courses in the following departments:

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Accounting	
Accounting Technology	Geology
Anthropology	German
Art	Health
Biology	History
Biomedical Technology	Hospitality Management
Business: Marketing and Management	Japanese
Chemistry	Law Enforcement
Communications	Mathematics
Computer Science	Music
Computer Technology	Nanotechnology
Computers/Information Management	Nursing
Career Development	Nursing Assistant
Criminal Justice	Philosophy
Dental Hygiene	Physics
Dietetic Technology	Political Science
Economics	Psychology
Education	Radiologic Technology
Engineering	Reading
English	Sociology
Exercise Science	Spanish
French	Theatre
Geography	Woman's Studies

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## **A WORD ABOUT ONLINE CLASSES:**

Normandale offers web-enhanced (WE) courses and on-line (OL) courses. The term “web-enhanced,” means the course requires you to do part of the class online. You will still meet on campus in a classroom but perhaps not as often as a traditional class. The term “on-line” means you do the whole course over the internet. The most important thing to understand about taking an on-line course is that you won’t have the built-in structure that coming to campus gives students in a more traditional class. The teacher will not remind you to do your homework. You won’t have the ability to ask a question and get an answer immediately. That means taking an online course isn’t for everyone. For people who have the discipline to do course work on their own, some familiarity with computers and the Internet, and the interest and patience to go online for answers, the pay off in convenience and flexibility can make taking a course on the Internet well worth the effort.

## **CONTACT INFORMATION:**

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