

CENTRAL LAKES COLLEGE

Fall 2025

PSEO POST SECONDARY ENROLLMENT OPTION REGISTRATION GUIDE



We Build Futures.

CLC CENTRAL
LAKES COLLEGE



PRESIDENT'S LETTER

Dear Students

Greetings,
On behalf of all faculty and staff, I welcome you to Central Lakes College! We are absolutely thrilled to have you here. When you join CLC, you become part of a family. Here, we know you by name. We care about your goals and truly want to help you be successful. With that in mind, we created this Student Registration Guide, which paints a road map of how to begin your academic journey here at Central Lakes College. You will find CLC is committed to providing you limitless opportunities, regardless of your path in life. We take to heart our mission to work with you to "build futures." I encourage you to get involved with our many student activities and enjoy the full college experience we have to offer.

Your journey ahead will be exciting and challenging. While there will be bumps in the road, remember that you're not alone. We are here for you. Don't be afraid to ask questions. Not sure who to ask? Stop by the Welcome Center, find a familiar face you met during registration, or stop by my office. Together, we'll get you on the path to success. Above all, remember that this journey is all about you and your goals. Central Lakes College will help you get there.

Sincerely,

Dr. Hara Charlier, Ph.D.
Central Lakes College President

Brainerd Campus | 501 West College Drive, Brainerd, Minnesota | 800-933-0346 | 218-855-8000
Staples Campus | 1830 Airport Road, Staples, Minnesota | 800-247-6836 | 218-894-5100
www.clcmn.edu

CLC is an equal opportunity educator and employer. ADA accessible.

A MEMBER OF MINNESOTA STATE

NEXT STEPS

After You Have Registered:

- ☐ Submit Authorization for release of information
- ☐ Take your picture for your ID card (optional)
- ☐ Receive My CLC ID Card in the mail
* Not a debit card for PSEO students, does not need to be activated
- ☐ Access accounts: eServices, D2L, Outlook, etc.
- ☐ Check your email
- ☐ Share your schedule with your high school
- ☐ Attend "All Set For Fall" July 24, 2025
- ☐ Order your textbooks from the CLC bookstore starting August 4, 2025
- ☐ Find Classrooms, get familiar with campus
- ☐ Attend "Orientation" August 22, 2025
- ☐ August 25, 2025 Fall 2025 Classes Begin
All students MUST attend, or submit an assignment in each class during the first week of the semester!



TECHNOLOGY GUIDE



Star ID

The StarID and password are used to log into CLC computers, E-Services, D2L Brightspace, Student E-mail, scholarship application, etc.

TO ACTIVATE YOUR STARID OR RESET YOUR PASSWORD:

Step 1: <https://starid.minnstate.edu>

Step 2: [Activate StarID](#)

Step 3: Select one option:

TechID, email address, verification code or library card

Step 4: Enter requested information

Your **StarID** - 2 Letters 4 Numbers 2 Letters

Your **Password** - You create by following the guidelines.
This password expires every 180 days.

Student Email (Office 365)

READ your email! It is the official means of communication with students.

TO LOGIN TO STUDENT EMAIL:

Step 1: **CLC Webpage:** <http://www.clcmn.edu>

Step 2: **Hover over STUDENT RESOURCES to Quicklinks**

Step 3: **Select Student Email**

Step 4: **Username is StarID@go.minnstate.edu**
then your Star ID Password

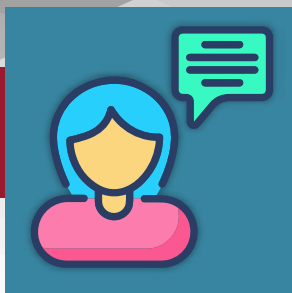
Step 5: **Follow the prompts to set up your Multi Factor Authentication (MFA) by selecting either text, phone or app for verification.**

Step 6: **Once in Office 365, click “Outlook” to view email**

NOTES:

1. Email Login username (StarID@go.minnstate.edu) is different than your Email Address which is Firstname.Lastname@go.clcmn.edu
2. [Download Microsoft Office Suite for FREE](#)
3. This email de-activates 365 days after your last day of enrollment.





ADVISING (C205)

All advisors help Associate of Arts and Transfer Pathway students. We recommend you meet with an advisor at least once each semester.

STAPLES CAMPUS

JILL ALBIE

218-894-5138

jill.albie@clcmn.edu

- AGRICULTURE SCIENCE
- DIESEL TECHNOLOGY
- HEAVY EQUIPMENT OPERATION MAINTENANCE
- MACHINE TOOL TECHNOLOGY
- MEAT CUTTING & BUTCHERY
- POST-SECONDARY ENROLLMENT OPTION (PSEO) - Browerville, Pillager and Staples Motley High School
- ROBOTICS

BRAINERD CAMPUS

CASH ROBINSON

218-855-8035

cash.robinson@clcmn.edu

- AUTOMOTIVE TECHNOLOGY
- HUMAN SERVICES/PRE-SOCIAL WORK
- MARINE & POWER SPORTS
- MUSIC
- MUSIC TECHNOLOGY
- PSEO - Pequot Lakes High school

NATALIA DEPAUW

218-855-8263

natalia.depauw@clcmn.edu

- COLLEGE IN THE SCHOOLS (CIS)
- POST-SECONDARY ENROLLMENT OPTION (PSEO)

JODI ELNESS

218-855-8036

jodi.elness@clcmn.edu

- HEALTH SCIENCE BROAD FIELD
- NURSING ASSISTANT (CNA)
- PRACTICAL NURSING (PN)
- NURSING (RN)

JANET GONTAREK

218-855-8134

janet.gontarek@clcmn.edu

- EMERGENCY MEDICAL TECHNICIAN
- HORTICULTURE
- LANDSCAPE TECHNOLOGY
- NATURAL RESOURCES TECHNOLOGY
- OCCUPATIONAL SKILLS
- WELDING
- PSEO - Pine River-Backus High school

KATE JOHNSON

218-855-8017

kate.johnson@clcmn.edu

- POST-SECONDARY ENROLLMENT OPTION (PSEO) - Brainerd High School

DEB NORLIN

218-855-8156

deb.norlin@clcmn.edu

- COMPUTER TECHNOLOGY
- DENTAL ASSISTING
- DENTAL HYGIENE
- GRAPHIC DESIGN
- PSEO - Royalton High School

ERIN WILMOT

218-855-8137

erin.wilmot@clcmn.edu

- ACCOUNTING
- BUSINESS MANAGEMENT
- CONSERVATION OFFICER PREPARATION
- CRIMINAL JUSTICE
- EARLY CHILDHOOD EDUCATION
- HEALTHCARE ADMINISTRATION

TRIO SUPPORT SERVICES

JULIE JO LARSON

218-855-8045

julie.larson@clcmn.edu

AUBREY BEADELL

218-855-8014

aubrey.beadell@clcmn.edu

BRIANNA RAJKOWSKI

218-855-8228

brianna.rajkowski@clcmn.edu



MY CLC ID CARD

LOOK FOR
THIS
ENVELOPE

PO BOX 7242
SICUX FALLS SD 57177-7242

STEPHANIE JONES
115 SOMESTREET STREET
APT. 2008
YOUR TOWN, CT 06511

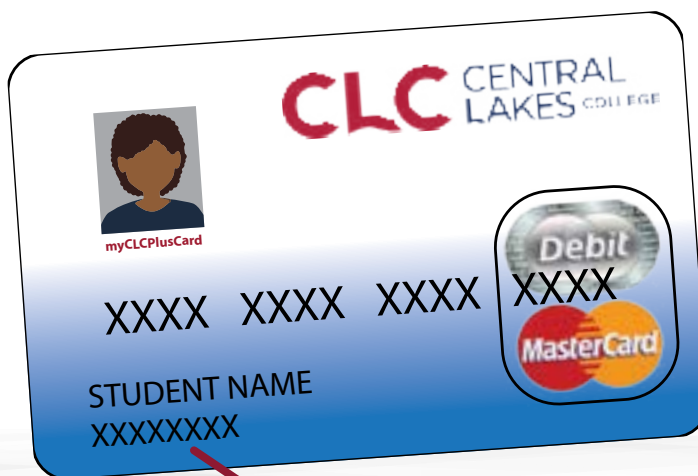
Presorted
First Class
Mail
US Postage
Paid
ER
Return Service Requested

Your school may have
money for you.

1 -2 weeks after you register for classes, you will receive a lime green envelope from BankMobile in the mail with your CLC ID Card.

This is NOT a debit card for PSEO students. It does not need to be activated.

* Students will not receive their CLC ID Card until they turn 16 years old.



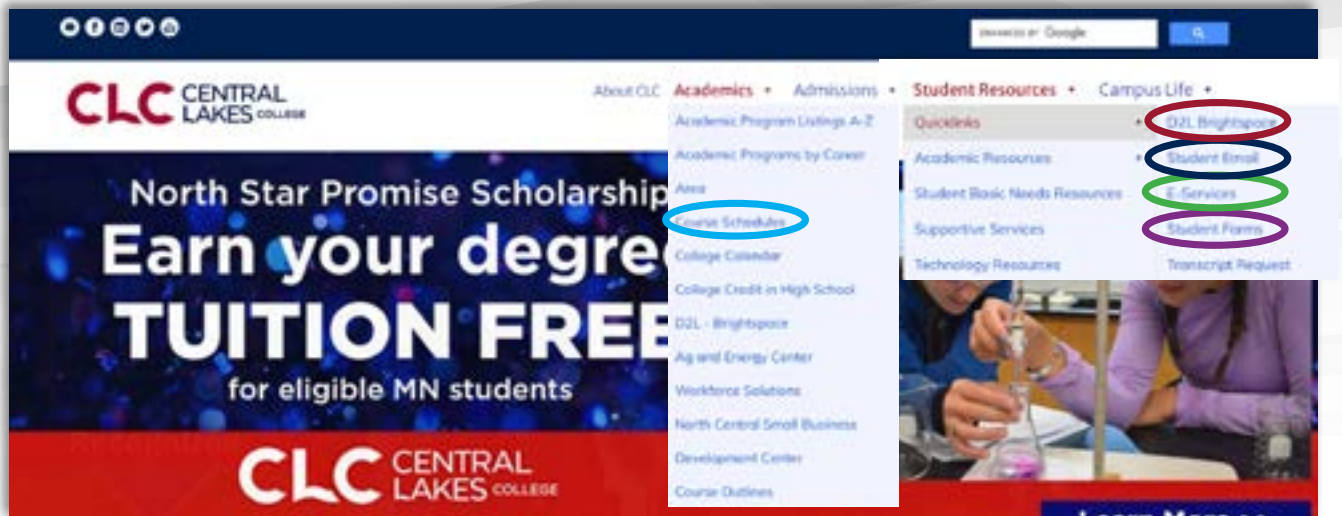
Tech ID

CLC ID Card Questions? Contact the Welcome Center at either campus, (218) 855-8000 or askclc@clcmn.edu

YOUR ID



QUICKLINKS



→ **D2L Brightspace**
Class Information - See below

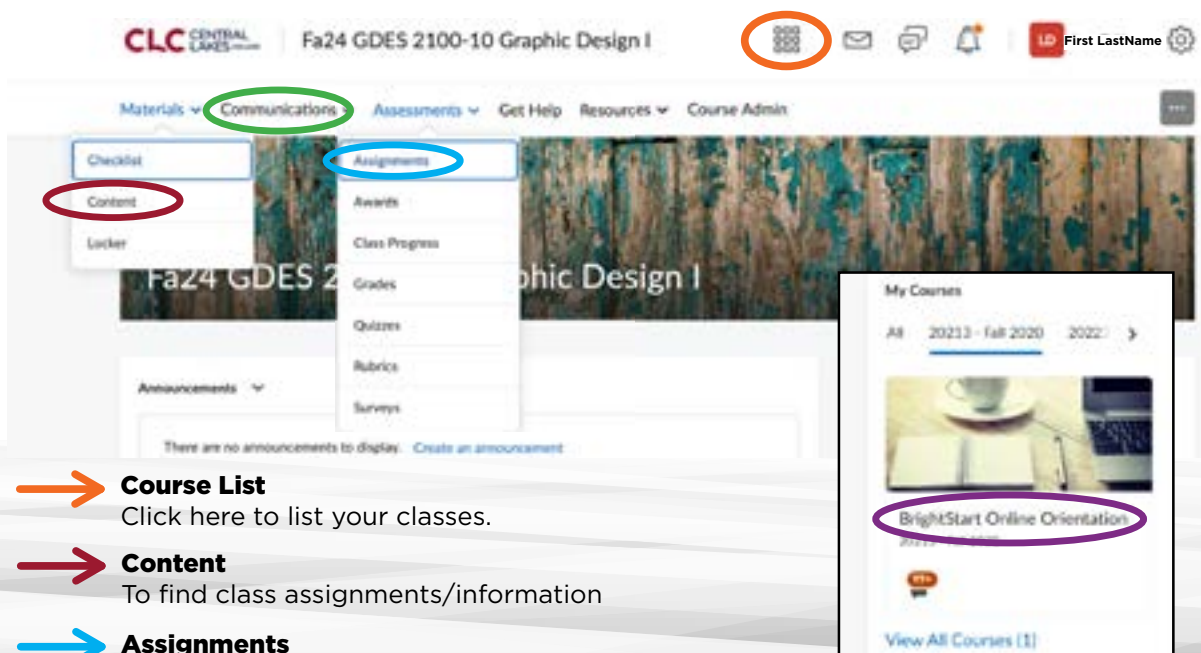
→ **Student Email**
All college communications are sent to this email!

→ **E-Services**
Your personal account.

→ **Student Forms**
Forms students utilize.

→ **Academics - Course Schedule**
How to find classes.

D2L



→ **Course List**
Click here to list your classes.

→ **Content**
To find class assignments/information

→ **Assignments**
To view and turn in assignments

→ **Communication**
Discussion & Email instructor or classmates.

→ **BrightStart Orientation**
Learn how to use D2L.



E-SERVICES

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration
- Academic Records
- Financial Aid
- Bills and Payment
- Student Employment
- Contact Us
- Campus**
- Degree Audit
- Student Forms
- Bookstore
- Official Transcripts
- Transfer Information

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices.

Holds that may Impact Registration

School	Type of hold	Registration Impact
Central Lake	Transcript	Does not impact registration.

Action Items

[Personal - Military and Veteran Status](#)

[Sign up now to get your year-end tax form for tuition -- online.](#)

Class Schedule

Course ID	Subject #	Course Title	Days	Time	Credits	Instructor	Campus	Room
000428	GDES 1105	10 Concepts of Design	Th	8:00am - 10:50am	3.0	Nagy, James	CLC - Brainerd	E419
000429	GDES 1134	10 Typography	Th	3:30pm - 6:20pm	3.0	Jensen, Richard	CLC - Brainerd	E419
000430	GDES 1140	10 Adobe Photoshop	T	1:00pm - 3:50pm	3.0	Dahlvang, Leon	CLC - Brainerd	E419
000431	GDES 1142	10 Adobe Illustrator	Th	12:00pm - 2:50pm	3.0	Dahlvang, Leon	CLC - Brainerd	E419
000432	GDES 1144	10 Adobe InDesign	T	9:00am - 11:50am	3.0	Dahlvang, Leon	CLC - Brainerd	E419

My Minnesota State School Summary

Central Lakes College
Bemidji State University
Dakota County Technical College

1 DASHBOARD

View holds, action item, class schedule, financial aid status.

2 ACCOUNT MANAGEMENT

Update address/phone number, sign up for Tax Form 1098-T, text message alert.

3 COURSES AND REGISTRATION

View course offerings, register, drop/add/withdraw, view schedule, course placement.

4 ACADEMIC RECORD

View unofficial transcript, Degree Audit Report (DARS), request transfer review.

5 FINANCIAL AID

See financial aid status, award amounts, apply for loans.

6 BILLS AND PAYMENT

View tuition and fees statement, payment plan information, make online payment.

7 DEGREE AUDIT

Access custom degree audits and create graduation plans to assist you in reaching your academic goals.

8 BOOKSTORE

Textbook, supplies and bookstore policies.

CREATE A BALANCED SCHEDULE

SCHEDULE

- _____
- _____
- _____
- _____

SCHEDULES

When creating a class schedule be sure to consider all of your commitments. You are adding college classes into your existing life, be sure you have enough time and energy to be successful and happy with the schedule you create.

We find students are successful if they keep their total weekly commitments to **65 hours or less**, that includes school, work, extracurricular activities, and commute. How much time do you have to commit to college level coursework?

Hours of high school commitment (Coursework & Extracurricular activities)	+
Hours working	+
Hours commuting	=
TOTAL hours committed per week	

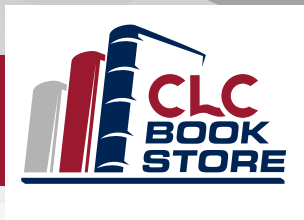
Once you determine how much time you have for college coursework you can figure out how many credits will fit into your schedule. The rule of thumb is that every college credit you take is a commitment of 1 hour per week of instructor-led learning and at least 2 hours per week of study time.

For example; a 3-credit course would be planned as a 9 hour per week commitment. That's 3 hours of instructor led learning plus 6 hours of study time for a total of 9 hours.

Remember, your college courses and grades will remain on your permanent academic record! Set yourself up for success, start small!

Not happy with your schedule? Meet with your Academic Advisor. Don't get stuck with a schedule that doesn't work for you!

PSEO BOOKSTORE ORDERING



The PSEO program covers the cost of course materials required for each class as well as some 'consumable' supplies. In this case 'consumable' refers to supplies that will be used up during the semester, such as clay required for a ceramics class. The PSEO program does not cover general school supplies such as notebooks, pencils, etc.

You will need to order all required course materials through the CLC Bookstore either in person or online. Bookstore charging begins 3 weeks prior to the start of the semester. You have until the end of the free add/drop window to charge these materials to your student account and have them paid for by the PSEO program. As a PSEO student you are responsible for ordering your books from the CLC Bookstore, and you cannot send someone else to pick them up for you.

Here are a few bookstore ordering reminders for PSEO students:

1. You need to order your textbooks from the CLC Bookstore. The CLC Bookstore is also where you will find out which books and supplies are required for your courses; this information is available in-person (Photo ID and printed schedule required) or online (<http://clcbookstore.com/brainerd/home>).
2. You need to charge your books to your CLC student account. This is how the PSEO program will pay for them, you are not expected to pay for any required course materials. Bookstore charging is available in-person (Photo ID and printed schedule required) or online (<http://clcbookstore.com/brainerd/home>).
3. Keep your receipt and look for access codes! Until you have started a class and are certain you will not be changing your schedule do not open sealed books. This way you can drop the class and/or exchange a book without issue. Be sure you are not throwing away an access code, this is like a gift card and it cannot be recovered.
4. You need to return your books and supplies to the CLC Bookstore at the end of the semester. If you fail to return your materials or return them in a state that is not longer usable you will be responsible for the full price of the books. NOTE! DO NOT sell or donate your books, they do not belong to you.

You can find further details in the "How to Order Books" webpage available online (CLC Bookstore Webpage > Textbooks > How to Order Books!).



SUPPORT SERVICES

B = Brainerd Campus **S** = Staples Campus

ABE (Adult Basic Education)

Offers free educational opportunities and support that leads to college level success.

Location: B C224 S A143

Phone: B 218-855-8166 S 218-639-7292

Email: Jessica.Cass@isd181.org

Web: sites.google.com/isd181.org/brainerd-abe/home

COMPUTER COMMONS AND HELP DESK

Assisting students with all their technical needs.

Location: B C170 (next to cafeteria)

Phone: 218-855-8200

Email: helpdesk@clcmn.edu

Web: clcmn.edu/tech-support

META 5 PROGRAM

Supports those who have lost their primary source of income.

Location: B E134

Phone: 218-855-8010

Email: Kimberly.pilgrim@clcmn.edu

Web: clcmn.edu/meta-5-program

ACCESSIBILITY SERVICES

Ensures equal access, accommodations, and opportunity to qualified students.

Location: B The Bridge

Phone: 218-855-8175

Email: accessibilityservices@clcmn.edu

Web: clcmn.edu/accessibility-services

CHILD CARE

CLC partners with Annie's Child Care and Learning Center.

Location: Next to Brainerd Campus

Phone: 218-855-8274

Email: annieslearningcenter501@gmail.com

Web: clcmn.edu/day-care

STUDENT LIFE AND STUDENT SENATE

The Student Life Center houses the Outdoor Adventures, and the E-Sports Lounge, **B C226 S A105**

The Student Senate is the official voice of students and is a great way to get involved and gain leadership skills.

B C236 S A104

Phone: 218-855-8260

Email: erich.heppner@clcmn.edu

Web: clcmn.edu/student-services

BOOKSTORE

Books, apparel, supplies, snacks and the cashier. Order books online.

Location: B C160 S B126

Phone: B 218-855-8248 S 218-894-5118

Email: clcbookstore@clcmn.edu

Web: clcbookstore.com/brainerd/home

THE HUB

Food Pantry and Pet Pantry - open to all students with free food, home goods, and pet products. Offers housing and transportation assistance along with many other community services.

Location: B E205 S A164

Phone: 218-855-8260

Email: erich.heppner@clcmn.edu

THE CLC PrintShop

Printing services available for business, personal or class projects. Design and print for paper, vinyl, laser etching, t-shirts, embroidery & 3D printing.

Location: B E417

Phone: 218-855-8157

Email: leon.dahlvang@clcmn.edu

SECURITY

Provides escorts to vehicle and houses the campus lost and found.

Location: E231

Phone: B 218-855-8888 S 218-894-5100

Email: troy.schreifels@clcmn.edu

Web: clcmn.edu/security-safety

LIBRARY

Houses resources with electronic database catalog and resource system; Laptop checkouts.

Location: B E400 S B123

Phone: B 218-855-8180 S 218-894-5183

Email: library@clcmn.edu

Web: clcmn.edu/library

TUTORING AND TESTING CENTER

Free tutoring, test proctoring for students.

Location: B E400 (in the Library)

Phone: 218-855-8265

Tutoring Email: eztutor@clcmn.edu

Test Proctor Email: testingcenter@clcmn.edu

Web: clcmn.edu/library/tutoring-center

WELCOME CENTER (THE BRIDGE)

Your go-to place for all questions about CLC.

Location: Door 4 B E124-138 S B108

Phone: B 218-855-8000 S 218-894-5100

Email: askclc@clcmn.edu

Web: clcmn.edu

MENTAL HEALTH SERVICES AND COUNSELING

A Mental Health Ally on campus to help support students.

Location: B E204 S F121

Phone: 218-855-8024

Email: Kellee.rossina@clcmn.edu

Web: clcmn.edu/advising-2/counseling

VETERANS RESOURCE CENTER

Serving current or former military student, their spouses and/or dependents.

Location: B C237

Phone: 218-855-8279 Randy Tuper

Email: randy.tuper@clcmn.edu

Web: clcmn.edu/veterans-resource-center

CAREER & TRANSFER CENTER

Provides career exploration and transfer information.

By appointment only

Phone: 218-855-8148

Email: careerservices@clcmn.edu

Web: clcmn.edu/career-transfer-center/

NEST MULTICULTURAL CENTER

Designed for our Black, Indigenous, LGBTQ, and students of color, but welcomes all campus community allies.

Location: B C233

Phone: 218-855-8260

Email: nicholas.wiesmann@clcmn.edu

WeARE CLINIC

Provides, advances, and advocates for evidence-based reproductive and sexual health care for all.

Location: B E204b

Phone: 218-454-1546

Web: wearebrainerd.org

CENTRAL LAKES COLLEGE

— Fall 2025 —

PSEO POST SECONDARY ENROLLMENT OPTION INFORMATION GUIDE



We Build Futures.

CLC CENTRAL
LAKES COLLEGE

2025-2026 PSEO IMPORTANT DATES (Calendar subject to change)

July 2025

24 All Set for Fall

August 2025

4 Fall Bookstore Charging Begins
20 Deadline for Fall Academic Appeals
22 New Student Orientation
25 Fall Classes Begin
25-29 Free Drop/Add
27 Deadline for Fall Secondary Academic Appeals
29 Last Day to Charge/Return Books

September 2025

1 No Classes-Labor Day
24 RaiderCon Day

October 2025

16-17 No Classes-Fall Break
24 PSEO Spring Registration/30+ earned credits
12:00 AM
24 PSEO Spring Registration/29- earned credits
12:01 PM

November 2025

11 No Classes-Veterans Day
26-28 No Classes-Thanksgiving

December 2025

15-18 Fall Final Exams
18 Last day of Fall Semester
19 Spring Bookstore Charging Begins
19-Jan 11 Winter Break

January 2026

7 Deadline for Spring Academic Appeals
12 Spring Classes Begin
12-16 Free Drop/Add
14 Spring Semester Deadline for Secondary Academic Appeals
16 Last Day to Charge/Return Books
19 No Classes-Martin Luther King

February 2026

16-17 No Classes-Presidents Day

March 2026

6-13 No Classes-Spring Break
16 Classes Resume
TBA Summer & Fall Registration/Priority
TBA Summer & Fall Registration/30+ earned credits
TBA Summer & Fall Registration/15+ earned credits
TBA Summer & Fall Registration/14- earned credits
TBA PSEO Fall Registration/30+ earned credits
12:00 AM
TBA PSEO Fall Registration/29- earned credits
12:01 PM

April 2026

3 No Classes-Faculty Assessment Day
TBA Grad Wrap

May 2026

1 CLC Foundation Fall Scholarship Application Opens
8 Summer Tuition Down Payment Due
8 Summer Bookstore Charging Begins
12-15 Spring Final Exams
15 Last day of Spring Semester
25 No Classes-Memorial Day
27 Deadline for Summer Academic Appeals

June 2026

1 CLC Foundation Fall Scholarship Application Closes
1 Summer Classes Begin
1-5 Free Drop/Add
3 Deadline for Summer Secondary Academic Appeals
5 Last Day to Charge/Return Books
8 Drop for Non-Payment
9 Financial Aid Credit Lock
16 Financial Aid Disbursement
19 No Classes - Juneteenth

July 2026

3 No Classes-July 4th
7 Final Summer Tuition Payment Due
14 \$30 Fee & Holds Assessed to Unpaid Summer
TBA Accounts w/ no Nelnet
27 Last Day of Summer Session
27 \$50 Fee & Holds Assessed to Unpaid Summer
Accounts w/ no Nelnet

High school students are welcome to take summer courses if willing to pay for tuition, fees, and course materials. These students must submit a 'Special Student Request' form, available on the Admissions forms webpage.

**2025-2026
ACADEMIC YEAR
Student Calendar**

August 2025							September 2025							October 2025							November 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2											1	2	3	4							1
3	4	5	6	7	8	9		1	2	3	4	5	6				1	2	3	4		2	3	4	5	6	7
10	11	12	13	14	15	16								5	6	7	8	9	10	11		9	10	11	12	13	14
17	18	19	20	21	22	23								12	13	14	15	16	17	18		16	17	18	19	20	21
24	25	26	27	28	29	30								19	20	21	22	23	24	25		23	24	25	26	27	28
31														26	27	28	29	30	31								29

KEY
1st Day of Class
Test Days
Holidays Observed
Non-class Days
Summer Session (39 Days)
1st Day of the 2nd 1/2 of Semester
Grades Dues @ 12 Noon
Raider Con Day (student contact day)
Financial Aid Disbursement
Citizenship Day
Last Day Drop or Add Classes
Tuition Due
New Student Orientation

December 2025							January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3														
7	8	9	10	11	12	13								1	2	3	4	5	6	7		1	2	3	4	5	6
14	15	16	17	18	19	20		4	5	6	7	8	9	10								8	9	10	11	12	13
21	22	23	24	25	26	27		11	12	13	14	15	16	17								15	16	17	18	19	20
28	29	30	31					18	19	20	21	22	23	24								22	23	24	25	26	27
								25	26	27	28	29	30	31								29	30	31			

KEY
2025 GRADUATION DATES
Staples - Wednesday, 5/13/2026
Brainerd - Thursday, Friday, 5/14-15/2026

April 2026							May 2026							June 2026							July 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4																					
5	6	7	8	9	10	11		3	4	5	6	7	8	9													
12	13	14	15	16	17	18		10	11	12	13	14	15	16													
19	20	21	22	23	24	25		17	18	19	20	21	22	23													
26	27	28	29	30				24	25	26	27	28	29	30													
								31																			



POLICIES

Academic Honors:

Must be registered for 12+ semester credits with no incomplete courses ("I" grade). **PRESIDENT'S LIST: 3.75-4.0**

DEAN'S LIST: 3.25-3.74

ACADEMIC REQUIREMENTS

Satisfactory Academic Progress (SAP):

Maintain both a 6 credit cumulative GPA of 2.0 AND a cumulative completion rate of 66.67% of all credits registered for, including all transfer credits.

Free Add/Drop:

For most courses, you have the first five days of the semester to add and/or drop one or all of the courses. Dates are specific to each course and listed in E-Services.

PSEO Extended Drop Window:

All PSEO students who never attend a course, stop attending a course, or withdraw from a course within the first 10 school days of the CLC semester will have their courses dropped from their schedule. Some students may have additional time to drop coursework, see your advisor to find your specific drop deadline.

Withdraw:

Withdrawing gives the student a 'W' grade on their transcript. A 'W' grade is considered an attempted but not successfully completed course but does NOT impact GPA. Consult both your high school counselor and CLC advisor prior to withdrawing from any course. College withdrawal deadlines are specific to each course and listed in eServices.

Failure for Non-Attendance (FN) or Unofficial Withdraw (FW) Policy:

FN = If you do not attend, participate in, and/or complete an assignment for class during days 1-5 instructors will enter an FN grade.

FW = If you stop attending, participating, and/or submitting assignments for class instructors will enter an FW grade.

AVOID THESE GRADES, COMMUNICATE WITH YOUR INSTRUCTORS!

REGISTRATION




PSEO NOTICE OF STUDENT REGISTRATION FORM

All PSEO students are required to submit a PSEO Notice of Student Registration Form every semester BEFORE they can register for classes.

Get your form from your high school counselor, be sure to let them know you plan to take PSEO classes by the May 30 deadline to ensure you can participate in the program.

ED-001763-26



Postsecondary Enrollment Options
Notice of Student Registration Form 2025-26

Instructions: Complete an enrollment form for each instructional term and postsecondary institution (PSI) the student attends. Once Sections 1 and 2 are completely filled out, the next step is to work with the enrolling postsecondary institution to complete Section 3. Note: Only postsecondary institutions submit this form to the Minnesota Department of Education (MDE).

Return form with Sections 1 & 2 completed to
Tajia.Anderson@clcmn.edu or the Campus Welcome Center.

All highlighted fields must be completed PRIOR to submission.

MDE College Student ID Number: Office use only, leave blank CLC Tech/Student ID: _____

2. Student and Parent/Guardian Complete and Sign This Section

Student Name (Last, First, M.I.) _____ Male ☐ Female ☐ Unreported ☐
 Gender (Select one) _____ Birthdate (MM/DD/YYYY) _____

Address _____ City _____ ZIP Code _____ Phone _____

Central Lakes College _____ Parent/Guardian Name _____ Address (if different from student) _____
 Postsecondary Institution This Term _____

Public School Students: Minnesota Statutes 2024, section 124D.09, subdivision 7, to assist the district in planning a pupil must inform the district by October 30 or May 30 of each year the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.

Date I/we notified the district the intent to enroll in PSEO, either semester, school year 2025-26.

All Students: Minnesota Statutes 2024, section 124D.09, subdivision 6, requires: students and parent/guardian sign a statement indicating they have received Postsecondary Enrollment Options (PSEO) information (including transportation reimbursement for qualified students); are aware counseling services are available; understand PSEO course responsibilities. We have received the information required under Minnesota Statutes 2024, Section 124D.09, and are aware the student above is enrolling in postsecondary courses.

My signature(s) below indicates I/we are aware that if I/we have not notified the enrolling district by May 30, 2025 or October 30, 2025, and the enrolling district has not waived the deadline, I/we may be responsible for the postsecondary costs.

Student Signature _____ Student Email _____

Parent/Guardian Signature (if student is under age 18) _____ Date _____

2. To be Completed by Secondary/Nonpublic/Home School

Public ☐ Nonpublic ☐ Home School ☐
 Secondary/Nonpublic/Home School Name _____ School Type (Select one) _____ Public School SSID*Number _____

Attending Public School District Name _____ Attending Public School District Number (xxxx-xx) _____

Student grade level during the 2025-26 school year. (Select one): Grade 10 ☐ Grade 11 ☐ Grade 12 ☐

Eligibility Note: High school graduates are not eligible. Students may not enroll in PSEO courses in addition to a full high school class load. Students must also give up one period in their high school day. Does this student have at least one free class period during the high school day? Yes ☐ No ☐

Is the above student eligible for program application? (See Page 3-4 for requirements) Yes ☐ No ☐

My signature certifies the student in Section 1 meets the eligibility requirements, pages 3-4, for PSEO participation this term, and information in Section 2 is accurate and applicable. The public-school student notified the enrolling public-school district of intent to enroll in postsecondary by May 30 or October 30, for PSEO enrollment during the following academic term, or the public-school district has waived the deadline requirements.

Secondary School Contact Name _____ Contact Signature _____ Email _____ Phone _____ Date _____

You can find a PDF copy of the form on the PSEO webpage (www.clcmn.edu/admissions/pseo/).

Return form with sections 1 & 2 completed via email to Tajia.Anderson@clcmn.edu or to the CLC Campus Welcome Center.



NOTES

The Advising Team emails a "Monthly Reminder" at the beginning of each month with information you need to know for the month.

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NOTES

