

MTC PSEO Enrollment Procedures Summer/Fall Quarter 2009

Students must be qualified and admitted to PSEO prior to beginning this process

1. Prior to scheduling classes, on-campus PSEO students complete the [COMPASS basic skills assessment and the Technology Skills Test \(TST\)](#) in the Student Resource Center (no cost). Note. If you have ACT scores, they may be substituted for COMPASS.

2. Scheduling an appointment with an advisor to select MTC classes is the next step for enrollment.

A. PSEO Option A or Concurrent Enrollment: (Available any quarter including Summer): High school students admitted under “PSEO Option A” must pay their tuition and fees by the payment deadline published each quarter. (MTC offers a one-time \$150 *concurrent grant* to assist with student costs for one quarter.)

B. PSEO Option B (Available Fall, Winter and Spring only): Qualified and admitted high school students under PSEO Option B are designated *externally sponsored students*, in which tuition and required books/supplies are considered “paid in full” by state funding. Registration must be completed quarterly in order to activate these benefits.

Withdrawal or change of status: Once registered, PSEO students who decide not to attend before the first class session, discontinue their attendance, or “drop” one or more courses, are *responsible to complete the official “withdraw or add/drop” form to have their course(s) registration cancelled.*

4. **Textbooks and required supplies** – Pickup and Return: Currently enrolled PSEO Option B students must return their textbooks/required supplies to the Marion Campus Bookstore after their last quarter final exam. Option B students enrolled in courses on-campus must obtain their required textbooks and supplies using “bookstore credit” during specific designated dates each quarter. Students must bring an *official copy of their “quarter schedule of classes* to the Marion Campus bookstore.

What if my required textbook is not available at the bookstore?

RESPONSE: Be sure to complete paperwork in advance at the Marion Campus Bookstore checkout to “purchase the textbook(s) against your bookstore or PSEO credit”. Through this “purchase against credit” process, you will be notified and be able to obtain your textbook when it becomes available.

5. **Orientation and begin classes** - *First quarter on-campus PSEO students will attend new student orientation each quarter.* New students will receive a campus tour, MTC student ID cards and other important information to begin college successfully. Most MTC courses will begin the week of September 16 for fall.

Returning PSEO student and PSEO graduates planning to attend MTC

Students attending MTC are expected to maintain at least a 2.0 overall college GPA and maintain good academic standing at their high school. Students are also expected to follow the “MTC student code of conduct”. High school students should complete and submit a new MTC “[PESO Participation Form](#)” and submit a new transcript if they plan to continue in PSEO at MTC the following year.

Students planning to continue after at MTC after HS graduation should inform MTC of the plans or submit a new application for admission (no application fee will be charged).

MTC PSEO STUDENTS ENROLLED at HIGH SCHOOL SITES
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What courses are being offered at area high schools?

MTC offers a variety of transferable course at area high schools each quarter. To see a listing of area high schools, course offerings and syllabi, visit [PSEO High Schools and Course Offerings](#) link.

The process of enrolling in Marion Technical College PSEO classes at high school sites may vary. Always contact your Guidance Counselor or the MTC Office of Admission if you have questions.

1. **MTC representatives** will assist students in all aspects of enrollment on-site at the high school location whenever possible. Students enrolled in PSEO Option B courses at the high school site will be informed of the COMPASS or any Placement Testing requirements. These will generally be completed at the high school prior to the beginning of classes.

2. **PSEO Option B (Available Fall, Winter and Spring only)**: Qualified and admitted high school students under PSEO Option B are designated *externally sponsored students*, in which tuition and required books/supplies are considered “paid in full” by state funding. In most cases, the on-site MTC representative will register PSEO students for their college courses and there is no need to visit campus or schedule on line.

3. **Withdrawal or change of status**: Once registered, PSEO students who decide not to attend before the first class session, discontinue their attendance, or “drop” one or more courses, are *responsible to complete either the official “withdraw or add/drop” form to have their course(s) registration cancelled*. If the form is not completed and submitted to MTC, their enrollment will continue and they will receive a course grade and must personally pay the cost of the course(s).

4. **Textbooks and required supplies – Pickup and Return**: Students enrolled in MTC courses at high school sites will obtain and return books at the high school prior to classes beginning and at the end of each quarter. An instructor or MTC representative will coordinate this process with the guidance counselor.

5. **Orientation and other college services-**
First quarter off-campus PSEO students will receive an orientation at the high school prior to the beginning of their first quarter. Students and parents are welcome to meet with an admission counselor and attend on-campus New Student Orientation, but it is **not required**
NOTE: Regardless of where the courses are offered, MTC PSEO students are eligible for all of the same rights and privileges, however, some of these services may only be available on-campus (i.e.: tutoring). For fall, 2009 most MTC courses will begin the week of September 16, however, courses at high school sites may begin and end at different times.

For more information, contact the Office of Admission by calling (740) 389-4636, or send e-mail to enroll@mtc.edu. The quarterly schedule of classes is posted on-line at www.mtc.edu