

**NEW****PSEO****Are You Ready Checklist****1**

## Apply to Riverland!

### Application to Riverland (PSEO Student)

- When you apply online, you will be asked to create a StarID and Password. Please take note of those as you will use them for many things in the future including registration, online courses, etc.
- Use your personal email address **NOT** your school email as you may need to reset your password in the future.
- If you have already applied to Riverland please proceed to step 2.

## NOSR Form & Planning Guide

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### NOSR Form

- Complete Section 1 of the PSEO Notice of Student Registration Form (NOSR). You will need 2 of these (1 for Fall & 1 for Spring)
  - Work with your high school counselor to fill out Section 2

### Planning Guide

- Complete the section 1 of the Planning Guide and work with your counselor to complete Section 2. You only need 1 of these.

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## High School Transcript & Test Scores

- Have your high school submit a copy of your most recent Transcript with high school rank and GPA.
- Have your high school submit any test scores on file (MCA, ACT, SAT, PSAT)

## Submit Paperwork

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### Submit the following forms:

- 2 copies of the NOSR form (Fall & Spring)
- 1 copy of the Planning Guide
- 1 copy of your most recent high school transcript
- 1 copy of any updated test scores (MCA, ACT, SAT, PSAT)

\*\*It takes 1-3 business days to process as long as you have applied to Riverland.

**If your school submits these forms have them include you in the email.**

### Submit by:

- **Email:** PSEO@riverland.edu
- **Mail:** 1900 8th Ave NW, Austin, MN 55912
- Drop off at Student Affairs in the East Building

**NOTE:** If your cumulative HS GPA is above 2.6, you will not need to take the Accuplacer test. However, if your cumulative HS GPA is below 2.6, and you don't have any previous test scores (ACT, SAT, Accuplacer), or if your scores are insufficient, Accuplacer testing might be recommended by your advisor.



Once you are accepted into the PSEO program:



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## Acceptance Emails

- Once you have been accepted to the PSEO program by Riverland you will receive 2 emails.
  - Acceptance Email
  - Online Orientation Email

\*\*\*These are the only emails that will be sent to your personal email

## Orientation

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- Complete the New PSEO Online Orientation:
  - Students are automatically enrolled when Riverland receives and processes their PSEO paperwork. Once students have been enrolled in the Orientation, students will receive an email within 24 hours of acceptance to the PSEO program with log-in directions.
- Once you complete the course content and pass the Orientation Quiz, you will schedule an appointment to meet with a PSEO Advisor.



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## Meet with your Advisor

- You must meet with a PSEO Advisor in order to register for classes (you will not be able to register for classes unless Online Orientation and quiz have been completed to 100%).
- Students will receive an email to their Riverland email letting them know they completed Orientation successfully. This email will contain the links to schedule an appointment with a Riverland PSEO Advisor, as well.

## Course Books & Materials

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### Riverland Bookstore

- PSEO students are responsible for getting their books and materials from the Riverland Bookstore.
- Check for books, materials, and book ordering updates at the Bookstore website before going to any campus bookstore.
  - Print out a copy of your course schedule to pick up books.
  - There is a bookstore located at Austin Riverland East.
  - Students can pick up books at Albert Lea & Owatonna campus (must comment in the online ordering).
- Please call or email the Bookstore ahead of time to ensure that they will have your books/materials in stock. You can find their contact information on the Bookstore website.

