

**A Guide to PSEO On Campus Courses
Concordia Academy**

2026-2027



PSEO On Campus Guide

Concordia Academy enjoys a productive partnership with Concordia University-St. Paul (CSP), which offers many classes on our campus. Credits earned in these classes are dual credit, with credits being earned directly from CSP and CA. Students will receive a separate transcript from Concordia University, St. Paul.

Who can take college classes at CA? Juniors and seniors wishing to register for these courses should be self-disciplined, able to complete college-level work, indicate mature classroom behavior and participation, and have a minimum GPA of 3.25. Students with a GPA less than 3.25 may appeal to the Director of Guidance and Academics for special permission to take college classes. There is a survey at the end of this document to help you assess your own readiness for college-level work.

How do I apply? Follow these steps when the time comes to register for new classes:

1. Check your GPA to make sure you qualify. You need a cumulative 3.25 and need to be a junior or senior for the incoming school year. You also need to be in good standing in regard to your conduct and academic integrity.
2. [Minnesota Department of Education form \(NOSR form\)](#): Fill out, have your parent sign, and upload it to the CSP online application (linked below) by the published due date.
3. [CSP Online Application](#): Apply to Concordia University's college program through their application.
4. [PSEO Parent/ Student Agreement](#): Student and parent must sign this form and turn into the guidance office by April 4th.
5. Meet with the CA Guidance Counselor to choose the classes that will benefit you most.
6. **When you receive a Letter of Acceptance email from CSP, print it and save it on your computer. This important letter contains your username and password for corresponding with your professors, using their online course resources, and viewing your midterm and final grades.**
7. Carefully observe the CSP calendar of important dates, such as deadlines for dropping courses.
8. Note: If an on-campus class does not meet enrollment, the class will move on-line.

Failure to Comply: If the required documentation is not received by **April 4th, 2026**, any pre-selected college courses will be **automatically removed** from the student's schedule. The student will then be enrolled in available standard high school courses based on scheduling capacity.

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Concordia Academy allows eligible students to take up to the same amount of college credits that MN state allows. Offerings are reviewed every year to ensure that they are suited to help students achieve general education courses as well as courses that will best help them prepare for their future careers. College courses are mainly offered in person with several more tailored courses in an online format. Students should reflect on their skills to determine if an online option is one that they would be successful at before taking. Online college courses are a full semester class run in an eight week format asynchronously.

You can see the college course offerings in our updated course catalog found on the CA website.

Transferring CSP Credits to Another School

Concordia Academy is not authorized to secure official transcripts from CSP on a student's behalf. To be *official*, the procedure must be undertaken by the student and sent directly to the institution that the student plans to attend. Go to the CSP website, follow the instructions to request a transcript, pay the fee, and the registrar will send your transcript directly to another college. Each college handles transfer credits differently, but the majority of schools CA graduates attend have accepted the courses taken through CSP. If this ever poses an obstacle, please reach out to CA's school counselor to assist with documentation to support an appeal.

Determining College Readiness

Taking a college class requires a student to be independent, a self-advocate, and to meet the challenge of rigor. In order to be successful, parents should walk through the readiness guide with their student to review student readiness. Please see the next sheet for this form.



College Course Enrollment Eligibility Form

Student Name:

Grade Level:

Current GPA based on your transcript:

Student Self-Evaluation

Please rate yourself honestly in the following areas:

Skill Area	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I help create a positive learning space	<input type="checkbox"/>				
I can manage my time effectively when I have multiple deadlines.	<input type="checkbox"/>				
I am comfortable asking for help when I need it.	<input type="checkbox"/>				
I can stay organized with my work and materials.	<input type="checkbox"/>				
I am willing to put in extra effort when work is challenging.	<input type="checkbox"/>				

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I can work independently without close supervision.

I regularly participate in class and engage in discussions.

I take responsibility for my learning

Student Reflection:

1. Why do you want to take a college course?

2. What strengths do you have that will help you succeed in a college course?

3. What skills do you still need to grow in that would allow you to be successful?