



PSEO Fact Sheet

PSEO Application Process for Crown College

- Minimum 3.0 GPA – no standardized test results are required – August 1 and December 1 deadline
- Complete online Crown Application for PSEO (takes about 15 minutes)
<https://www.crown.edu/extensions/early-college/>
- You will receive an email requesting the following documents to be emailed to dualenroll@crow.edu
 - Transcript** - list the classes, grades, cumulative GPA, expected graduation date, and be signed
 - PSEO Waiver** – what classes are required to earn a high school diploma
 - MDE PSEO Student Registration Form** from the current school year submitted **every semester**
 - Crown completes the College Student ID number
 - The postsecondary Institution this Term is **Crown College**
 - Signed by the student and parent
 - Part 2 needs to be completed by the homeschool parent with signature, email, and date
 - Crown will complete part 3

IT Login and Password Set-up

- Accepted students are emailed a link with instructions to set up a Crown email account on Outlook
- Email is the official mode of communication from Crown so put it on all of your devices for easy reference
- After the IT set-up, Crown will be **solely** using the Crown email address to communicate
- If you suspect you are not receiving information from Crown, ask the student to check their Crown email

Registration

- Log in to <https://our.crown.edu/ICS/> using your Crown email username & password
 - Your **username** is everything before the @ sign, e.g., metzk20@students.crown.edu – the user name is **metzk20**
 - If you are having trouble logging in, your password may need to be updated. Please go here to do so: https://password.crown.edu/crown-pass/users/sign_in
- Click on the blue icon **Register for Classes**
- Scroll down to the **Course Schedules** box and select **Add/Drop Courses**
- In Term, change the dropdown to **2021-2022 Arts & Sciences Fall**
- Click on **Complete the Registration form** – respond with a **Yes** or **No**, then **Submit**
- Click on **Add by Course Code**. In the text boxes, type the course codes highlighted on your Registration Courses attachment, e.g., **ENG 1512 P1**. **NOTE:** Make sure you select the **SECTION** (P1, P2, etc.) of the course that is listed in the attachment titled REGISTRATION COURSES.
- Select **Add Course(s)**.

Drop a Course

- Log in to <https://our.crown.edu/ICS/> using your Crown email username & password at the top right
- Click on the blue icon **Register for Classes**
- Scroll down to the **Course Schedules** box and select **Add/Drop Courses**
- In **Term**, change the dropdown term to **2021-2022 Arts & Sciences (Fall or Spring)**
- Scroll to the bottom of the page to see your current schedule
- Click the box next to the course(s) you want to drop
- Select **Drop Courses**



View/Print Student Schedule

- Log in to <https://our.crown.edu/ICS/> using your Crown email username & password at the top right
- Click on the blue icon **Schedule**
- In Term, change the dropdown term to **2021-2022 Arts & Sciences (Fall or Spring)** and hit the **Search** button
- The schedule of registered courses should then appear
- Click **Printer Friendly Student Schedule** for a printable schedule

FERPA

The student needs to grant FERPA permission from their account. Crown staff and instructors cannot speak with parents about students' education issues without FERPA permission. Recommend that this be done shortly after registration.

- Log in to <https://our.crown.edu/ICS/> using the student's Crown email username & password at the top right
- Click on **Permissions** (in the horizontal row of purple tabs at the top)
- Scroll to the bottom and to click on the gray box **Click Here to Define New FERPA Permissions**
- There is a video under the Permission tab on how to complete the FERPA

Partnership Model FAQ

- **What can students expect from a hybrid model?**
 - Online course with extra tutoring and support from the Course Assistant (CA)
 - Students learn course content from online readings, videos, and interactions with the CA
 - Students submit assignments online to be graded by the professor
 - In most hybrid classes, students get grades for in-class discussions with CA
- **What is the role of the Professor?**
 - Grade student submissions and provide feedback for improvement
 - While some faculty may communicate in other ways, the primary communication method is through course announcements and Crown email.
- **What is the role of the Course Assistant?**
 - Answer student questions about content and assignments
 - Provide supplementary course content
 - Lead graded class discussions
 - Help students with class assignments
- **If there is an issue in the class, who do you communicate with?**
 - Email professor first from student's Crown email
 - Email Course Assistant for support from student's Crown email
- **Do the professors have office hours?**
 - They are required to respond to student emails within 24 hours
 - If faculty do not respond to Crown email within 24 hours, contact Darin Mather at matherd@crown.edu
- **What if I have questions about the professors or course materials**
 - Contact Darin Mather at matherd@crown.edu