



How to Support PSEO Students at Anoka-Ramsey Community College

Parent/guardians play an important role in supporting PSEO students when they enroll at ARCC. Your encouragement and advice will help them succeed!

Help your student anticipate ARCC/College expectations

Typical ARCC Expectations and Policies

- **Attendance:** Daily attendance may not be monitored. Attendance policies vary greatly between instructors.
- **Self-Advocate:** This is a chance for your student to learn how to advocate for themselves. Your student should reach out to the instructor if they are uncertain of any requirements/assignments in their courses.
- **Late Work:** While dependent on the instructor, late assignments are rarely allowed. Deadlines are firm.
- **Communication:** Your student is expected to communicate professionally with faculty/staff whether communicating by email, phone, or face-to-face.
 - The official form of communication at ARCC is the ARCC Email.
- **Syllabus:** Unique to each instructor and their policies/expectations. Students should review this at the start of the course to understand the assignments and policies of the instructor and college.
- **Time Commitment:** Typically your student's in-class time will be less than a traditional high school day. A general guideline is for every hour spent in class, there should be 2 to 3 hours of out-of-class preparation, including reading, studying, and completing assignments. Online courses require even more independent time. Visit www.anokaramsey.edu/academics/online-learning for more information about online courses.

Anoka-Ramsey Community College Resources

ARCC has a host of support services for students, but students must reach out to get connected to the available resources.

- Academic Advising
 - Advisors assist with course selection and transfer support, in addition to other services. First stop for students to determine what other resources may be beneficial.
- Counseling
 - Personal and career counseling services. Connection to basic needs assistance (food, housing).
- Academic Support Services
 - Peer and Professional Tutoring support. On campus or online through D2L Brightspace.
- Library Services
- Office for Students With Disabilities (OSD)
 - Students on a 504/IEP or those who experience barriers in school settings can arrange for accommodations in the classroom. Students must self-disclose and meet with the OSD team prior to accommodation approval.
- Information Services
 - Unsure where to start? Our Info Services team can connect you or your student to the appropriate resource.
 - Available for Chat on the ARCC website (anokaramsey.edu/chat), or at 763.433.1100 during business hours.

Enrolling in ARCC courses through the PSEO program is the start of your student's college academic record. Faculty often do not know the admissions status of the students in their classroom. PSEO students are treated no differently in the classroom than our general students.



Questions on the PSEO program: PSEO@anokaramsey.edu

Questions on FERPA and what information can be released:

arcc.records@anokaramsey.edu



Anoka-Ramsey Community College

PSEO Student and Parent Rights and Responsibilities

FERPA: Family Educational Rights and Privacy Act



What is FERPA?

FERPA stands for the Family Educational Rights and Privacy Act, which is a Federal law that protects the privacy of student education records. All educational rights transfer to the student alone when they reach the age of **18** or attend a school beyond the high school level. This means that all students, regardless of age, control their own educational records as students of Anoka-Ramsey Community College (ARCC).

What information is protected?

Directory Information is considered public and can be released without the student's written permission; however, the student may opt to keep this information confidential. View ARCC's [Data Practices Policy](#). Information not included in the list is private student information and may not be released outside of the college without a student's written permission or as otherwise provided in the [Minnesota State Policy on Student Education Records](#).

Does FERPA apply to minors?

Yes. FERPA offers the same protections to minors and adult students. Parents/Guardians of minors are NOT able to access non-directory information without a [Consent to Release Information form](#) on file. The release allows for students to indicate what type of information they will allow to be released, and to whom.

What information can parents/guardians access if a student completes a Consent to Release Information form?

It depends on the type of information a student is allowing the college to release to the parent/guardian. The consent form allows for a variety of records that can be released. Most of what is happening in the classroom, including progress in the course, interim grades, and attendance are not able to be shared with the consent form.

Common release requests include:

Academic	Academic Standing status (SAP), holds, petition results
Records	Final grades (not interim/in progress grades), unofficial transcript, admissions status
Registration	Add, drop, withdrawals, course schedule
Conduct	Disciplinary

What information is shared with High Schools?

ARCC and high schools can share information without student consent under FERPA policies and due to the Notice of Student Registration form agreement. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.