

## College Credit in High School Student Withdrawal Process

Effective December 2024, the following process should be followed for all College Credit in High School students (PSEO, Concurrent Enrollment, Pine Academy/ITV, Early Middle College, and students in college-provided faculty courses) who wish to withdraw from a class.

### 1. Meet with High School Counselor

- The student should schedule and attend a meeting with their high school counselor to discuss the implications of withdrawing from the course at the high school level.
- The counselor will review how the withdrawal might affect high school graduation requirements, academic standing, or other considerations.

### 2. Schedule an On-Campus or Virtual Advising Appointment with PTCC

- After meeting with the high school counselor, the student should schedule an on-campus or virtual advising appointment with either Kierstan Peck or Jen Rancour, PTCC staff.
- Appointments can be scheduled through the link below.
- <https://outlook.office365.com/book/CollegeCreditinHighSchool@MinnState.edu/>
- Students should select the "Step 2: On Campus or Virtual Registration and Advising Appointment" option.

### 3. Understand College-Level Implications

- During the virtual advising appointment, PTCC staff will:
  - Explain the college-level implications of withdrawing, such as impact on the student's college transcript, financial aid eligibility, or future course planning.
  - Ensure the student understands the withdrawal deadlines and policies.

### 4. Complete Withdrawal in eServices

- PTCC staff will assist the student in logging into their eServices account.
- The withdrawal from the class will be completed during the meeting to ensure accuracy and proper documentation.

### 5. Confirmation

- After the withdrawal is processed, the student will receive confirmation and any necessary follow-up instructions or information.

*Use this QR code to schedule an on-campus or virtual advising  
appoint with PTCC College Credit in High School staff!*

