



CROWN COLLEGE

PSEO Acceptance and Registration Steps

PSEO Application Process for Crown College

In order to be considered for PSEO student status, students must:

1. Complete and submit the Crown College PSEO Online Application for Admission
 - Apply at: <https://www.crown.edu/admissions/early-college/>
2. Crown College will then email you a MDE form and send a request transcript:
 - PSEO MDE NOSR Form – Print. Fill it out. Mail or emailed scanned copy back to Crown.
 - Official transcript to be emailed/mailed to Crown College
 - Homeschool transcripts should include grades, GPA, and be signed
3. After steps one and two are complete student will receive an acceptance email with next steps

PSEO Registration Process for Crown College

Once a student has been *accepted*, these are the next steps:

1. Student will receive an IT activation email, within 72 hours of acceptance, which is sent to the email address provided on the online application (check SPAM/Junk folder)
2. Student activates their IT account via email link provided in step one.
3. Student will then have access to Crown email account here (<https://email.crown.edu>) by entering their new Crown user ID and password
4. Student will receive a *Registration Instructions* email in their new **Crown email account** (This process will typically take one business day after activation.)
5. Student should follow the *Registration Instructions*, sent to the student's Crown email, to register for classes.

Important Information/Tips

- Each step may take 1-2 days to complete processing.
- Check Junk/SPAM mail first if you don't receive something.
- Once student has activated their Crown account, **ALL** communications will be emailed to the student's Crown email account.
- Contact us with any questions as we are happy to help!

Contact:

Shawna Ritter, PSEO Coordinator

Email: ritters@crow.edu

Phone: 952-446-4245

Mailing address: Crown College, Attn: Shawna Ritter, 8700 College View Drive, St. Bonifacius, MN 55375



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PSEO Registration Process for WEST

1. Request membership to WEST and pay annual registration fee.
 - a. Apply at: <https://www.homeschool-life.com/1190/signup>
2. Students will receive an approval email with 24 hours.
3. After receiving approval, register for PSEO courses at WEST.
 - a. Register at: <https://www.homeschool-life.com/1190/custom/49895>
 - b. **NOTE:** Registration must be completed for both Crown and WEST in order to process and complete the registration process.

Contact:

Robin Fraser, Director

Email: thedirector.west@gmail.com

Registrar

Email: registrar.west@gmail.com