

## Concurrent Enrollment Registration Instructions

**Step 1:** Go to [www.mnsu.edu](http://www.mnsu.edu)

**Step 2:** Click on the search icon in the upper-right corner. (video time: 0:26)



ABOUT THE UNIVERSITY

ADMISSIONS & AID

ACADEMICS

ATHLETICS

UNIVERSITY LIFE

GIVING

COVID-19 STATUS: YELLOW

COVID-19 DAILY SELF-SCREENING

COVID-19 CAMPUS RESPONSE

RETURN TO LEARN UPDATES



**Step 3:** Type "E-Services" in the search bar, then click "search." (video time: 0:29)

E-Services



SEARCH

**Step 4:** Select "E-Services" under the search results. (video time: 0:38)

## Search results for: E-Services

E-Services

E-services contains many of the vital services students use such as class registration, online bill pay, address change and degree audit reports.

**Step 5:** Scroll down to the section where it says, “log in to E-Services.” Enter your Star ID and password.  
(video time: 0:41)

## LOG IN TO E-SERVICES

STARID

STARID PASSWORD

Need help with a StarID or Password? See the [StarID Self Service](#) page.

LOG IN

**Step 6:** Select the checkbox next to the required acknowledgements. The acknowledgements only apply to tuition paying students, concurrent enrollment students will not need to worry about this, but you will need to select yes to continue. (video time: 1:03)

The screenshot shows the MSU website's navigation bar with links for Home, Admissions, Academics, Research, About, Athletics, Student Life, and Make a Gift. Below the navigation bar is a yellow breadcrumb trail: MSU > E-services. On the left is a vertical menu with links to E-services, Billing Information, Financial Aid Information, Registration Information, Health Information, Student Pay Stub, Important Dates, and an Ask a question button. The main content area is titled 'E-services' and contains the text: 'Before proceeding to the E-services site, please read and act on all of the following'. Below this is a section titled 'Required Acknowledgments' with the text: 'Federal law requires the University to provide the following information. You must check each to continue.' There are two checkboxes, both of which are checked. The first checkbox is followed by the text: 'Yes, I understand that my student registration transactions create a financial obligation to Minnesota State Mankato, according to published dates established in accordance with tuition payment policies.' The second checkbox is followed by the text: 'Yes, I understand that if I do not meet the minimum payment requirements by the applicable tuition due date, my courses will be administratively dropped. I understand that it is my responsibility to update my registration to reflect my plan of attendance.' At the bottom of the main content area is a 'Continue >>' button.

MSU > E-services

## E-services

Before proceeding to the E-services site, please read and act on all of the following

### Required Acknowledgments

Federal law requires the University to provide the following information. You must check each to continue.

- Yes, I understand that my student registration transactions create a financial obligation to Minnesota State Mankato, according to [published dates](#) established in accordance with tuition payment policies.
- Yes, I understand that if I do not meet the minimum payment requirements by the [applicable tuition due date](#), my courses will be administratively dropped. I understand that it is my responsibility to update my registration to reflect my plan of attendance.

[Continue >>](#)

***This is what a student's e-services home page should look like.*** (video time: 1:10)

**If you are already registered for a course, that class would appear under your class schedule.**

The screenshot shows the e-services home page for Minnesota State University Mankato. The header is purple with the university logo and name. A left sidebar contains navigation links for Student e-services, Dashboard, Home, Account Management, Courses & Registration, Academic Records, Financial Aid, Housing and Dining, Bills and Payment, Student Employment, Contact Us, Campus, Order Textbooks, and Registrar's Office. The main content area is titled 'My Dashboard' and includes a user ID, profile links, and a 'Class Schedule' section. The 'Class Schedule' section shows the current term as Fall 2020 with a table of classes. The table has columns for School, Class, Days, Time, and Bldg/Room. One class is listed: MSU, Mankato, Test Course, M,W,F, 07:00 AM - 07:50 AM, AH/0211. Below this is a section for 'Financial Aid - Academic Year 2021' with a table showing the status for MSU, Mankato and Normandale. The final section is 'My Minnesota State School Summary' listing Minnesota State University, Mankato and Normandale Community College.

**MINNESOTA STATE UNIVERSITY MANKATO**

**Student e-services**

Dashboard  
Home  
Account Management  
Courses & Registration  
Academic Records  
Financial Aid  
Housing and Dining  
Bills and Payment  
Student Employment  
Contact Us

**Campus**

Order Textbooks  
Registrar's Office

**My Dashboard** MSU Tech ID 00023565 | [My Profile](#) | [Logout](#)

Welcome to Minnesota State Colleges & Universities eServices.

**Class Schedule**

▼ Current Term: Fall 2020

School	Class	Days	Time	Bldg/Room
MSU, Mankato	Test Course	M,W,F	07:00 AM - 07:50 AM	AH/0211

► Next Term: Spring 2021

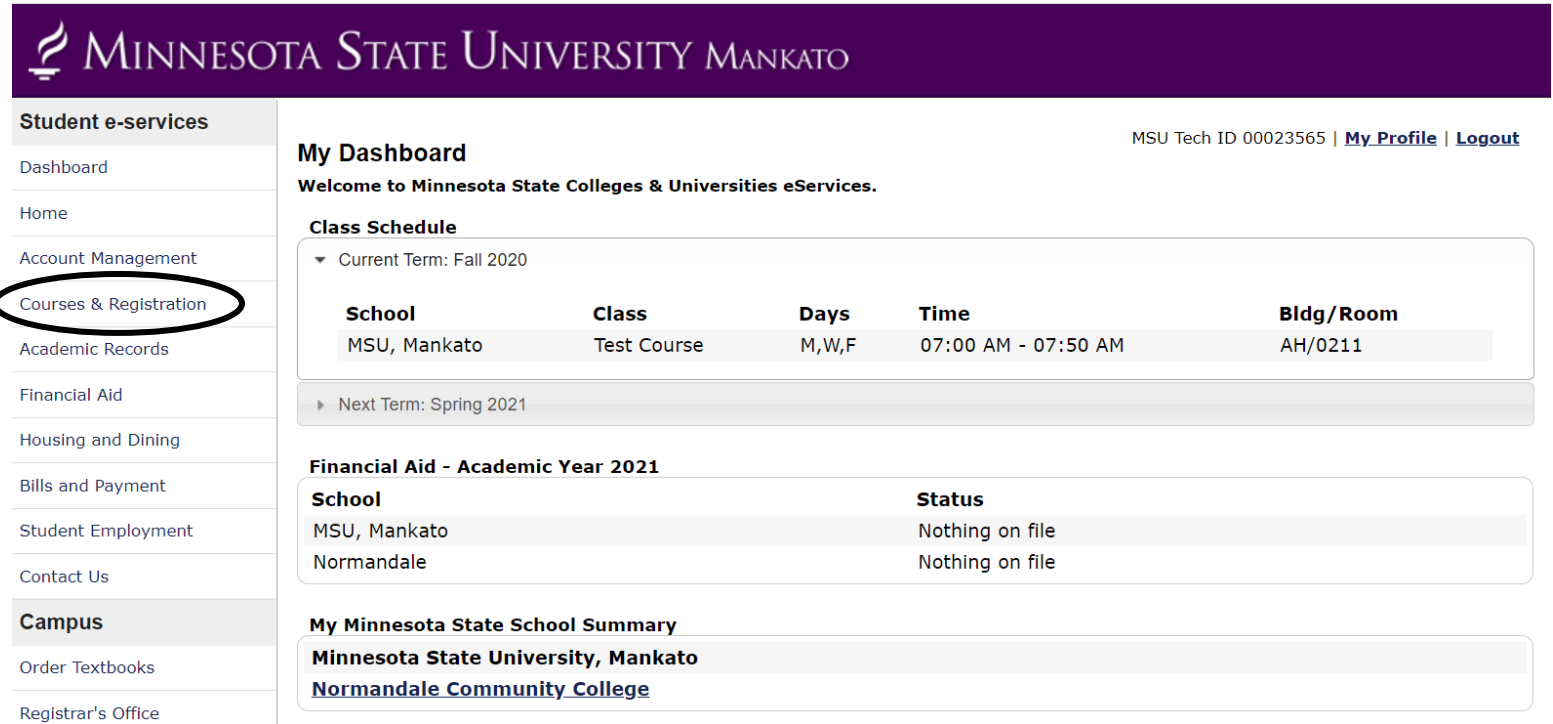
**Financial Aid - Academic Year 2021**

School	Status
MSU, Mankato	Nothing on file
Normandale	Nothing on file

**My Minnesota State School Summary**

**Minnesota State University, Mankato**  
[Normandale Community College](#)

**Step 7:** Select “courses & registration” on the left-side column. (video time: 1:21)



**MINNESOTA STATE UNIVERSITY MANKATO**

**Student e-services**

- Dashboard
- Home
- Account Management
- Courses & Registration**
- Academic Records
- Financial Aid
- Housing and Dining
- Bills and Payment
- Student Employment
- Contact Us

**Campus**

- Order Textbooks
- Registrar's Office

**My Dashboard** MSU Tech ID 00023565 | [My Profile](#) | [Logout](#)

Welcome to Minnesota State Colleges & Universities eServices.

**Class Schedule**

▼ Current Term: Fall 2020

School	Class	Days	Time	Bldg/Room
MSU, Mankato	Test Course	M,W,F	07:00 AM - 07:50 AM	AH/0211

▶ Next Term: Spring 2021

**Financial Aid - Academic Year 2021**

School	Status
MSU, Mankato	Nothing on file
Normandale	Nothing on file

**My Minnesota State School Summary**

**Minnesota State University, Mankato**

**[Normandale Community College](#)**

## Step 8: Select “search for a course.” (video time: 1:24)

Student e-services
Dashboard
Home
Account Management
Courses & Registration
Search for a Course
Review My Plan
View/Modify Schedule
Quick Add (Register)
Registration Holds
Registration Access Code
Registration Window
Registration Log
Academic Records
Financial Aid

### Courses and Registration

[Search for a Course](#)

[Review My Plan](#)

[View/Modify Schedule](#)

[Quick Add \(Register\)](#)

[Registration Holds](#)

[Registration Access Code](#)

[Registration Window](#)

[Registration Log](#)

MSU Tech ID 00023565 | [Logout](#)

Your **REGISTRATION** may be **CANCELLED** if payment requirements have not been met by the published due date. Please go to your college or university website at <http://www.mnsu.edu/campus/payments/droppayment/index.html> for more information about your financial obligations. You will become obligated for all unpaid balances relating to courses for which you have registered **AT ANY MINNESOTA STATE COLLEGE OR UNIVERSITY** (even if you are not actually attending the classes at that school) unless you drop/withdraw from **ALL** your classes within the withdrawal period defined in Board Policy 5.12. You will be **BILLED** for any unpaid balances unless you take these actions. [Read summary of related Board policy.](#)

**International Students:** full-time enrollment is required for you to maintain your F-1 immigration status. Failure to enroll full-time may affect your ability to remain in the United States.



**You will be directed to a page that looks like this.** (video time: 1:27)

MSU Tech ID 00023565 | [Logout](#)

**Search**      Search Results & Plan      Review My Plan      Register

Course Search    Course Equivalents    Non-Credit/Continuing Ed

### Search

\* Required field

\* College/University

Campus

\* Semester

Subject  Course Number  (Example 1100)

Course ID #  (Example 004390)

Display  Open + Waitlist Eligible Courses     Open Courses Only     All Courses

Delivery Method  All     In Person     Completely Online     Blended/Hybrid     Mostly Online     Hyflex

## Step 8: Change the campus to “concurrent – at your high school.” (video time: 1:28)

Account Management
Courses & Registration
Search for a Course
Review My Plan
View/Modify Schedule
Quick Add (Register)
Registration Holds
Registration Access Code
Registration Window
Registration Log
Academic Records
Financial Aid
Housing and Dining
Bills and Payment
Student Employment
Contact Us

Course Search Course Equivalents Non-Credit/Continuing Ed

### Search

\* Required field

\* College/University

Campus

\* Semester

Subject  Course Number  (Example 1100)

Course ID #  (Example 004390)

Display  Open + Waitlist Eligible Courses  Open Courses Only  All Courses

Delivery Method  All  In Person  Completely Online  Blended/Hybrid  Mostly Online  Hyflex

## Step 9: Select "expand/collapse for advanced search." (video time: 1:34)

Account Management

Courses & Registration

- Search for a Course
- Review My Plan
- View/Modify Schedule
- Quick Add (Register)
- Registration Holds
- Registration Access Code
- Registration Window
- Registration Log

Academic Records

Financial Aid

Housing and Dining

Bills and Payment

Student Employment

Contact Us

Course Search | Course Equivalents | Non-Credit/Continuing Ed

### Search

\* Required field

\* College/University

Campus

\* Semester

Subject  Course Number  (Example 1100)


Course ID #  (Example 004390)

Display  Open + Waitlist Eligible Courses  Open Courses Only  All Courses

Delivery Method  All  In Person  Completely Online  Blended/Hybrid  Mostly Online  Hyflex

[Expand/Collapse for Advanced Search](#)

**Step 10:** Under “location” select your high school. (video time: 1:38)

 [Expand/Collapse for Advanced Search](#)

Days  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Times between  and

MN Transfer Curriculum Goal

General/Liberal Ed

Credit Type

# of Credits/Hours

Instructor

Keyword Search

Begins after Date  (mm/dd/yyyy)

Location

Search >

Clear

The classes offered at your high school will appear here. (video time: 1:47)

### Search Results for **Spring 2021**








































<< first < prev **1** next > last >>

Showing courses 1 - 9 of 9

50  per page

Filter by

Instructor

  	ID #	Subj <input type="text" value="▲"/>	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	005911	BIOL	100	50	<a href="#">Our Natural World</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Lavoie, Bethann Keating, Sean		
  	005913	CMST	102	50	<a href="#">Public Speaking</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	3.0	Open	Cronn-Mills, Daniel		
  	005914	ENG	101	50	<a href="#">Composition</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	006252	ENG	101	51	<a href="#">Composition</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	005917	ENG	110	50	<a href="#">Introduction to Literature</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	006253	ENG	110	51	<a href="#">Introduction to Literature</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	006254	MUSC	101	50	<a href="#">Introduction to Music</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	3.0	Open	Haugh, David		
  	005918	POL	111	50	<a href="#">United States Government</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Hanson, Carmen Slocum, Frederick		
  	005912	SPAN	102	50	<a href="#">Elementary Spanish II</a>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Grabowska, James		

## Step 11: Select the course that you want to register for. (video time: 2:05)

### Search Results for **Spring 2021**








































<< first < prev **1** next > last >>

Showing courses 1 - 9 of 9

50  per page




Filter by

Instructor

  	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	005911	BIOL 100	50	<b><u>Our Natural World</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Lavoie, Bethann Keating, Sean		
  	005913	CMST 102	50	<b><u>Public Speaking</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	3.0	Open	Cronn-Mills, Daniel		
  	005914	ENG 101	50	<b><u>Composition</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	006252	ENG 101	51	<b><u>Composition</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	005917	ENG 110	50	<b><u>Introduction to Literature</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	006253	ENG 110	51	<b><u>Introduction to Literature</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Arnold, Jacqueline Dimock, Margaret		
  	006254	MUSC 101	50	<b><u>Introduction to Music</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	3.0	Open	Haugh, David		
  	005918	POL 111	50	<b><u>United States Government</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Hanson, Carmen Slocum, Frederick		
  	005912	SPAN 102	50	<b><u>Elementary Spanish II</u></b>	01/19 - 05/27	<i>n/a</i>	<i>n/a</i>	4.0	Open	Grabowska, James		

**Step 12:** Select the “plus icon” to add to your wish list. This page will include a description of the course, dates, instructor, and general education requirements that the course fulfills at MSU, Mankato. (video time: 2:32)

## BIOL 100 - Our Natural World Spring 2021, Section 50

Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	005911	BIOL	100	50	Our Natural World	01/19 - 05/27	n/a	n/a	4.0	Open	Lavoie, Bethann Keating, Sean		📍

### Meeting Details

Dates	Days	Time	Building/Room	Instructor
1/19/2021 - 5/27/2021	n/a	n/a	n/a	Lavoie, Bethann Keating, Sean

### Notes

- Concurrent Enrollment Course

**Step 13:** Select “continue to review my plan.” (video time: 2:37)

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

## BIOL 100 - Our Natural World Spring 2021, Section 50

  	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
	005911	BIOL	100	50	Our Natural World	01/19 - 05/27	n/a	n/a	4.0	Open	Lavoie, Bethann Keating, Sean		



**Step 14:** Make sure the course you want to register for is correctly in your wish list. Next to the course name, click the checkbox and “select course(s) to proceed to register.” (video time: 2:38)

## Review My Plan

[New Search](#)

Spring 2020 Summer 2020 Fall 2020 **Spring 2021**

**Minnesota State University, Mankato** Plan was last changed 11/6/2020 at 8:18 AM

**Wish List (1)** Your registration window is currently **closed**. Registration Window Open Date/Time: 11/10/2020 9:00 AM



	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
<input checked="" type="checkbox"/>	005911	BIOL	100	50	<a href="#">Our Natural World</a>	01/19 - 05/27	n/a	n/a	4.0	Open	Lavoie, Bethann Keating, Sean		📍

**Select Course(s) to proceed to Register** Remove Selected Course(s) from Wish List

**Step 15:** When you get to the registration portion, enter in your Star ID password and select the grading method as normal. Then click “register.” (video time: 2:49)

Enter your StarID password and register:

Select the grading method on this page.

ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc	
005911	BIOL	100	50	Our Natural World	01/19 - 05/27	n/a	n/a	4.0	Normal 	Lavoie, Bethann Keating, Sean		

You have chosen to register for the courses listed above. **Please check with your academic advisor** to ensure selected courses apply toward graduation. If you have not been admitted to Minnesota State University, Mankato, please keep in mind that not all courses may transfer or apply to another institution.

Questions? Contact the PSEO Department at [pseo@mnsu.edu](mailto:pseo@mnsu.edu).