MINNESOTA STATE UNIVERSITY MANKATO

Concurrent Enrollment Registration Instructions

[Watch Video]

One of the benefits of the concurrent enrollment program is the opportunity for high school students to receive college credit at no cost. **Registering for classes is the necessary step for students to receive college credit.**

This guide will cover how to register successfully. Watch this video or review the information in this guide to learn more.

Step 1: Type this link into your Google Chrome search bar:

mnsu.edu/eservices

Step 2: Scroll down to the section where it says, 'log in to E-Services.' Enter your Star ID and password.

LOG IN TO E-SERVICES

STARID

qk4747sm

STARID PASSWORD

••••••••

Need help with a StarID or Password? See the StarID Self Service page.

LOG IN

Step 3: 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.

	Admissions	Academics	Research	About	Athletics	Student Life	Make a Gift

E-services

Billing Information

Financial Aid Information

Registration Information

Health Information

Student Pay Stub

Important Dates

≥ Ask a question

≥ 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.

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

MINNESOTA STATE UNIVERSITY MANKATO

Student e-services

Dashboard

Home

Account Management

Courses & Registration

Academic Records

Financial Aid

Housing and Dining

Joe Scholar MSU Tech ID 00023565 | **My Profile** | **Logout**

My Dashboard

Welcome to Minnesota State Colleges & Universities eServices.

Holds that may Impact Registration

School	Type of hold	Registration Impact
MSU, Mankato	Fin Aid Warning	Does not impact registration.

Action Items

Please enter, verify or update your emergency contact.

You have an unpaid balance of $2615.89.

Step 4: Select 'courses & registration' on the left-side column.

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

MSU Tech ID 00023565 | **My Profile** | **Logout**

My Dashboard
Welcome to Minnesota State Colleges & Universities eServices.

Class Schedule

▸ Current Term: Summer 2021

▾ Next Term: Fall 2021

School	Course Name	Days	Time	Bldg/Room

Financial Aid - Academic Year 2022

School	Status
MSU, Mankato	Nothing on file
Normandale	Nothing on file
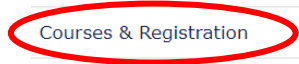
Step 5: Select 'search for a course.'

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

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/campushub/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.

Course Search	Course Equivalents	Non-Credit/Continuing Ed

Search

* Required field

* College/University   Minnesota State University, Mankato ▾

Campus   Minnesota State University, Mankato ▾

* Semester   Spring 2025 (Jan - May) ▾

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   ○ Flexible

Step 6: Change the campus to 'concurrent – at your high school.'

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

Search

* Required field

* College/University   Minnesota State University, Mankato ⌄

Campus   Concurrent -at your high school ⌄

* Semester   Spring 2025 (Jan - May) ⌄

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   ○ Flexible

⌄ Expand/Collapse for Advanced Search

Step 7: Select 'expand/collapse for advanced search.'

Course Search	Course Equivalents	Non-Credit/Continuing Ed

Search

* Required field

* College/University   Minnesota State University, Mankato

Campus   Concurrent -at your high school

* Semester   Spring 2025 (Jan - May)

Subject   [dropdown]   Course Number   [field]   *(Example 1100)*

Course ID #   [field]   *(Example 004390)*

Display   ● Open + Waitlist Eligible Courses   ○ Open Courses Only   ○ All Courses

Delivery Method   ● All   ○ In Person   ○ Completely Online   ○ Blended/Hybrid   ○ Mostly Online   ○ Flexible

Expand/Collapse for Advanced Search

Step 8: Under 'location' select your high school. Then click 'search.'

Times between [▼] and [▼]

MN Transfer Curriculum Goal [▼]   General/Liberal Ed [▼]

Credit Type [All   ▼]   # of Credits/Hours [   ]

Instructor [   ]   Keyword Search [   ]

Begins after Date [   ] (mm/dd/yyyy)   Location [Spring Lake Park High School   ▼]

Honors Flag [All Courses   ▼]

[Search >] [Clear]

The classes offered at your high school will appear here.

Search Results for **Spring 2025**

<< first   < prev   **1**   next >   last >>   Showing courses 1 - 14 of 14 | 50 ∨ | per page   **Filter by** | Instructor ∨ | :

0:45

Add	Equivalent	Waitlist	ID #	Subj ▲	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Met	
⊕	⊙	✎	006446	GER	102	50	**Elementary German II**	12/03 - 06/06	n/a	n/a	4.0	Open	Kramer, Nadja ✉	On Campus	
⊕	⊙	✎	006442	SPAN	102	50	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	
⊕	⊙	✎	006443	SPAN	102	51	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	⊙	✎	006444	SPAN	102	52	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	⊙	✎	006445	SPAN	102	53	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	⊙	✎	006447	SPAN	201	50	**Intermediate Spanish I**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	⊙	✎	006448	SPAN	201	51	**Intermediate Spanish I**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	⊙	✎	006449	SPAN	201	52	**Intermediate Spanish I**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍

Step 9: Select the course that you want to register for.

Search Results for **Spring 2025**

<< first   < prev   **1**   next >   last >>   Showing courses 1 - 14 of 14 | 50 ∨ | per page

Filter by | Instructor ∨ | :

Add	Equivalent	Waitlist	ID #	Subj ▲	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Met	
⊕	🔍	✎	006446	GER	102	50	**Elementary German II**	12/03 - 06/06	n/a	n/a	4.0	Open	Kramer, Nadja ✉	On Campus	
⊕	🔍	✎	006442	SPAN	102	50	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	
⊕	🔍	✎	006443	SPAN	102	51	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	🔍	✎	006444	SPAN	102	52	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	🔍	✎	006445	SPAN	102	53	**Elementary Spanish II**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	
⊕	🔍	✎	006447	SPAN	201	50	**Intermediate Spanish I**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	🔍	✎	006448	SPAN	201	51	**Intermediate Spanish I**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍
⊕	🔍	✎	006449	SPAN	201	52	**Intermediate Spanish I**	12/03 - 06/06	n/a	n/a	4.0	Open	Duplat, Alfredo ✉	On Campus	📍

0:45

Step 10: 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.

< Search Results & Plan

Continue to Review My Plan >

GER 102 - Elementary German II
Spring 2025, Section 50

Add	Equivalent	Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
⊕	🔍	✎	006446	GER	102	50	Elementary German II	12/03 - 06/06	n/a	n/a	4.0	Open	Kramer, Nadja ✉	On Campus	📍

Step 11: Select 'continue to review my plan.'

GER 102 - Elementary German II
Spring 2025, Section 50

Add	Equivalent	Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
⊕	🔍	🖉	006446	GER	102	50	Elementary German II	12/03 - 06/06	n/a	n/a	4.0	Open	Kramer, Nadja ✉	On Campus	📍

Step 12: 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.'

Review My Plan

New Search

| Fall 2024 | Spring 2025 |

Minnesota State University, Mankato

Plan was last changed 12/13/2024 at 1:50 PM

Wish List (1)

Your registration window is currently **open.**

	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
☑	006446	GER	102	50	Elementary German II	12/03 - 06/06	n/a	n/a	4.0	Open	Kramer, Nadja ✉	On Campus	📍

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

Step 13: When you get to the registration portion, enter in your Star ID password and select the grading method as normal. Then click 'register.'

Enter your StarID password and register: [•••••••••••] [✓ Register]

Select the grading method on this page.

ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc
006446	GER	102	50	Elementary German II	12/03 - 06/06	n/a	n/a	4.0	Normal ⌄	Kramer, Nadja ✉	On Campus	📍

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 Office at pseo@mnsu.edu.