Online and Extended Learner Checklist

This checklist assumes you have completed the necessary steps for admission into Minnesota State Mankato and any additional admission steps for your intended academic program. The following checklist is designed to help you get started at Minnesota State Mankato. Although there are many items on this list, check your email or mail for additional tasks you may need to complete.

☐ Know your Star ID

StarID is your campus username and password. Most students activated StarID during the admissions application process. You will need your StarID and password to register for an orientation program. If you forgot your StarID and password or need to activate your StarID you will need your TechID, SSN, and/or the personal email address you used to apply for admission. Go to https://starid.mnscu.edu/ and click StarID Self Service to find or activate your StarID.

☐ Complete Enrollment Confirmation

You must verify your intent to attend Minnesota State Mankato at www.mnsu.edu/enroll.

☐ Apply for Financial Aid

Complete the Free Application for Financial Aid (FAFSA) form (MSU Mankato’s School Code is 002360). After submitting your FAFSA, check your email regularly to complete additional financial aids steps requested of you.

☐ Register for an Online Orientation Program

Answer the questions in the orientation registration system. It will direct you to register for the online orientation program. You will need your Tech ID number, a credit card, and the names and emails of any family members or guests attending orientation with you, to register for orientation. Orientation registration for summer/fall start dates begins late February. Orientation registration for spring start begins mid-October.

☐ Complete the Online Orientation Module

After registering for online orientation, you will be sent an email with information and instructions on how to access and complete the online orientation module. Once you have successfully completed your online orientation module, it takes 3-5 days for your orientation hold to be released. Once your hold is removed, it will no longer appear on your E-Services dashboard.

☐ Check your Registration Window

Even if your orientation hold is removed, you are only able to register once your registration window opens. To view the various registration windows, go to www.mnsu.edu/registrar/dates.html.

☐ Review Your Transfer Evaluation

A Transfer Evaluation is a conversion of how your coursework transfers to Minnesota State. Once your Transfer Evaluation is completed, it will be sent to you. For more information on Transfer Evaluations visit www.mnsu.edu/registrar/transfer.html.

☐ Contact an Advisor for Assistance with Academic Advising

To locate your programs contact person go to: www.mnsu.edu/ext/programs.html. If you are unable to find that contact person, you can contact Erin Harley, Extended Education Academic Advisor, at erin.harley@mnsu.edu.
Please note that advisors and programs contact can change without notice.

**General Advising Contact for Online/Extended Education:** Erin Harley
- Erin also assists with transfer and credit for prior learning questions.

**Academic Advising-Partnership Sites**
- Elementary Education - Marsha Traynor
- Engineering: Twin Cities and Iron Range - Becky Bates
- Communication Studies - Laura Pelletier
- Special Education - Teresa Wallace

**Academic Advising - Online**
- Applied Organizational Studies - Erin Harley
- Dental Hygiene Completion - Julie Dittrich
- Nursing RN-BSN Completion - Kasi Johnson
- Nursing RN-BSN Completion (Iron Range) – Terri Brandt
- Technical Communication - Gretchen Perbix
- Urban Studies - Miriam Porter

**Register for Classes**
Once you have completed course advising, you need to register for your courses at [www.mnsu.edu/eservices/](http://www.mnsu.edu/eservices/). You will need your Star ID and password to log into E-Services. For brief instructions on how to use E-Services to register for a course, visit [www.mnsu.edu/registrar/registration.html](http://www.mnsu.edu/registrar/registration.html). The Registration Help Desk (507-389-2252) can assist with course registration questions.

**Complete Before Starting Classes**

**Submit Your Final College Transcripts**
If you have any updated coursework, grades, etc. since applying for admission, you will need to submit an updated transcript prior to the start of class.

- **MnSCU:** Transfer students from a MnSCU institution should send an email to transfer-evaluation@mnsu.edu requesting additional eTranscripts be retrieved from your previous school once you have completed these courses and grades are posted. This email should include your full name, MNSU Tech ID (student ID number), and the MnSCU school(s) you attended.

- **Non-MnSCU:** Transfer students from a non-MnSCU institution (out of state, U of MN, private, etc.) should submit final transcripts to:
  - Office of Admissions
  - 122 Taylor Center
  - Minnesota State University, Mankato
  - Mankato, MN 56001
  - Phone: 1-800-722-0544 or 507-389-1822

**Reserve your Textbooks**
After registering for classes, you can find your textbooks at the Campus Bookstore Barnes and Noble.

**Check your University Email**
Any additional information or tasks you should be aware of will be sent to your [University email account](mailto:your_email@your_domain.com).
Get your MavCard (student ID)

A current, government issued photo ID is needed to get a MavCARD. Learn more about your MavCard does at www.mnsu.edu/mavcard. This process is different depending on your partnership site or if you are an online learner.

- MavCard: Edina
- MavCard: Online
- MavCard: Mesabi Range
- MavCard: Normandale
  - Students will be issued a partnership MSU Mankato/Normandale ID card which will access services on Normandale Community College campus. To obtain an ID card, students will need to provide valid identification and Tech ID and be enrolled in a course located at Normandale Community College.

Check your Financial Aid Status

Check your financial aid status and complete all need documents for the financial aid process.

Review and Attend to Important Financial Aid and Payment Dates

The important dates and deadlines for financial aid, payment, and registration can be found at http://www.mnsu.edu/campushub/campusinfo/dates/. Make sure you have met the minimum payment criteria by the Registration Guarantee Date.

Complete Your Immunization Record Form (if needed)

Complete the Immunization Record found on the Student Health Services website: http://www.mnsu.edu/shs/forms.html. You can submit your immunizations electronically, by mail, or fax. This form is required for students who graduate from high school outside the state of Minnesota or Minnesota high school graduates who have not had their tetanus/diphtheria vaccine within the last ten years. Contact Student Health Services at 507-389-6276 or www.mnsu.edu/shs with any questions.

Sign up for MavSync

MavSync is the University’s online community for all student organizations! Browse different student organizations; learn about meeting times, and more! Go to http://www.orgsync.com/. You will need your University email and password to sign up!

Get Ready for the First Day of Class

- First Day of Spring Semester is Monday, January 12, 2015.
- First Day of Fall Semester is Monday, August 24, 2015.

Questions about any of the Online/Extended Education Programs should be directed to the College of Extended Education. Location specific contact information can be found at http://www.mnsu.edu/ext/contact.html.