Registration Information for Fall 2013

Registration Help Center
Located on the first floor of the Wigley Administration Center (WA 132)
Phone: (507)389-2252   e-mail: registration@mnsu.edu
Staff: Bonnie Malterer & Peggy Borgmeier-We’re here to help!
Supervisor: Debra Schulz, Assistant Registrar

Fall 2013 Registration Information

• The Fall 2013 Class Schedule will be available for viewing on the web via E-Services starting Monday, March 18.

• In addition to searching for courses through E-Services, another option is going to the “Class Schedule” listed as a quick link. Check it out at www.mnsu.edu click on “Current Students” and then “Class Schedule.” Take note of the “Class Schedule Builder” which is located on the right bottom side of the Class Schedule. The Class Schedule Builder is a feature to help students plan their Class Schedule.

• To see the Fall 2013 Calendar for important dates, go to http://www.mnsu.edu/registrar/dates.html and click on “Term Calendar” under “Fall 2013.”

• Registration begins on Wednesday, April 10 at 8:00 a.m. and continues through Friday, August 30 at 11:59 p.m.

• Registration windows are in effect to allow for efficient use of the registration system. To see the registration windows online, go to http://www.mnsu.edu/registrar/dates.html and click on “Registration Windows” under “Fall 2013.” Students can also check their window via E-Services.

• Early Registration for students who are registered with the MSU Office of Disability Services will be April 3 starting at 8:00 a.m. through April 9 at 11:59 p.m.

• Priority Registration for student-athletes, veterans, selected Speech and Music majors (who have earned 0-64 credits) is scheduled for Monday, April 8 from 8:00 a.m. through Tuesday, April 9 at 4:00 p.m. If a priority registration student misses registering on April 8-9, he/she will then need to register during his/her registration window.

• Registration Cancellation for non-payment will be used. For more information, go to http://www.mnsu.edu/campushub/payments/rcfn/index.html.

• Administrative Drop will be used. For more information on Administrative Drop, go to http://www.mnsu.edu/registrar/admindrop.html.

• Registration Access Codes will again be used by some departments. Go to http://www.mnsu.edu/registrar/regaccodes.html for more information. Please note that registration access codes are run based on declared majors at the time the access codes are run. Therefore, after the initial run, changing from a major that required an access code to a major that does not require one, will not remove the access code automatically. Students or Faculty can contact the Registration Help Center for help in these situations.

• Students can see the add/drop/withdrawal/refund date by looking at the course details when searching for a course on E-Services. The dates can also be seen by
placing the mouse over the icon on the student’s class schedule. This will display “hover help” which will show the official date to add, drop and withdraw.

- Staff can see the add/drop/withdrawal/refund date searching for a course at https://webproc.mnscu.edu/registration/search/advanced.html?campusid=071. Search for course, click on title of course, scroll down to Add/Drop/Withdraw.

E-Services Enhancements to E-Services as of December 27, 2012

- New format
- Overall same concept /different look and feel
- Enhanced search capabilities
- Registration Navigation Bar
  a. The registration navigation bar will highlight which step the student is currently in when working towards registering for courses. Example: Search, Search Results & Plan, Review My Plan, Register
- Course Equivalents Search
  a. Assists students in finding equivalent courses at other system colleges or universities when the home institution course is either unavailable, inconvenient or undesirable
- The title “Course Cart” is no longer used- now “Wish List”

- Search Results & Plan-“Planning” widget that allows the student to view a quick snapshot of Registered, Wish List and Wait List Courses
- Course Detail-O rganized Information regarding course on one page
  a. Location
  b. Meeting Details
  c. Location Details
  d. Seat Availability
  e. Add/Drop/Withdraw dates—Withdraw date now very important (see 80% course withdrawal listed below)
  f. Tuition and Fees
  g. Restrictions-instructor permission, major, classification etc…

- Students should check for holds preventing registration by going to https://www.mnsu.edu/eservices/ and logging in to E-Services, and then clicking on “Courses and Registration” and then “Registration Holds.”
- Registration “error message codes” may appear when a student attempts to register for a course but does not have the correct permissions. To see the meaning of the error message codes, go to http://www.mnsu.edu/registrar/comregproblems.html.
- Many answers to registration questions can be found at the “Ask a Question” website. Go to the MSU homepage at www.mnsu.edu and to the bottom left hand side of the page and click on “Ask a Question.” Once you are in to the website, select “registration” under “search by topics”.
- Students can register themselves after the beginning of the semester for classes that have not yet started.
• All **Student-Athletes have a “0057” hold** on their account to prevent them from dropping below 12 credits. A registration edit allows dropping/adding within the drop/add timeframe.

• An **individualized informational e-mail** will go out to all students (except for PSEO) in mid-March in regards to registration windows, advisor information, whether the student needs a registration access code, how to check “error message codes”, holds, etc…

**Registration Timelines**

• **Add courses through the fifth day of the term**

• **After day 5, all courses** that have started need instructor permission (electronic permission strongly encouraged) to add even if the course itself does not require it. Instructors have the authority whether to grant permission for a late add or not. Unless the course requires permission, courses that have not started do not need instructor permission and the student can usually register on the registration system.

• **To add courses day 6-10,** students need instructor permission (electronic permission strongly encouraged) and need to come to the Registration Help Center. For information on how to enter electronic permissions, go to [http://www.mnsu.edu/registrar/facultyperm.html](http://www.mnsu.edu/registrar/facultyperm.html).

• **To add courses day 11 and after,** students needs to fill out a registration appeal form located at [http://www.mnsu.edu/registrar/forms/reg_appeal_curr.pdf](http://www.mnsu.edu/registrar/forms/reg_appeal_curr.pdf) and have instructor permission (electronic permission strongly encouraged). These requests are subject to approval by the Office of the Registrar.

• **Grading Method Changes—students can do through the tenth day of the term which is September 9, 2013.**

• **Deadline for Official Withdrawal of All Full Term Classes is November 21, 2013.** Please note that there no longer a separate withdrawal date for individual courses as there was in the past.

• **Dropping course/courses is different than officially withdrawing from all courses which is considered an official withdrawal.** Students who are officially withdrawing from the university need to fill out an official withdrawal form at the Campus Hub.

• **In general, students who miss the deadline to change a grading method or to drop a class (except for non-attendance), will be told upfront that this type of appeal is rarely if ever approved.** Students who feel they have extenuating circumstances need a “letter of support” from the instructor. The authority to approve or deny a registration appeal is an administrative decision in the Office of the Registrar. Letters of support/non support from the instructor will be used in the decision process.

• **Grading Method Change—MSU uses “pass/no credit.”** The option “pass/fail” is not used at MSU.

• **For additional information regarding registration,** go to [http://www.mnsu.edu/registrar/registration.html](http://www.mnsu.edu/registrar/registration.html).