

Registration Information for Spring 2012

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: Trisha Stoner & Peggy Borgmeier-*We're here to help!*

Supervisor: Debra Schulz, Assistant Registrar

Spring 2012 Registration Information

- The **Spring 2012 Class Schedule** will be available for viewing on the web via E-Services starting October 10, 2011.
- 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.
- **Registration begins** on Thursday, November 10th at 8:00 a.m. and continues through Friday, January 13th 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 “Spring 2012.”
- To see the **Spring 2012 Calendar** for important dates, go to <http://www.mnsu.edu/registrar/dates.html> and click on “Term Calendar” under “Spring 2012.”
- **Early Registration** for students who are registered with the MSU Office of Disability Services will be November 3-9.
- **Priority Registration** for student-athletes, selected Speech and Music majors (who have earned 0-64 credits) will be on Tuesday, November 8th from 8:00 a.m. through Wednesday November 9th at 4:00 p.m. If a priority registration student misses registering on November 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 those situations.
- There are no new major changes with the registration system. The registration system uses the “**course cart**” feature. Students need to “**check out**” by clicking on “**register for checked courses.**” It is best to “view/modify” class schedule to make

sure schedule is correct. The student should print a copy of his/her schedule and save it for his/her records.

- 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 adds classes to the cart or 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-October 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 to add even if the course itself does not require it. Instructors can decide not to grant permission for a late add. 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 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>.
- To add courses day 11 and after, students need to fill out a registration appeal form located at http://www.mnsu.edu/registrar/forms/reg_appeal_curr.pdf and have instructor permission (electronic permission preferred). 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 January 23, 2012.
- Deadline for dropping Individual Full Term classes is 20 days (business days) from the end of the term which is April 6, 2012. Courses dropped after day 5 will receive a grade of “W.”
- Deadline for Official Withdrawal of All Full Term Classes is 10 days (business days) from the end of the term which is April 20.
- 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>.