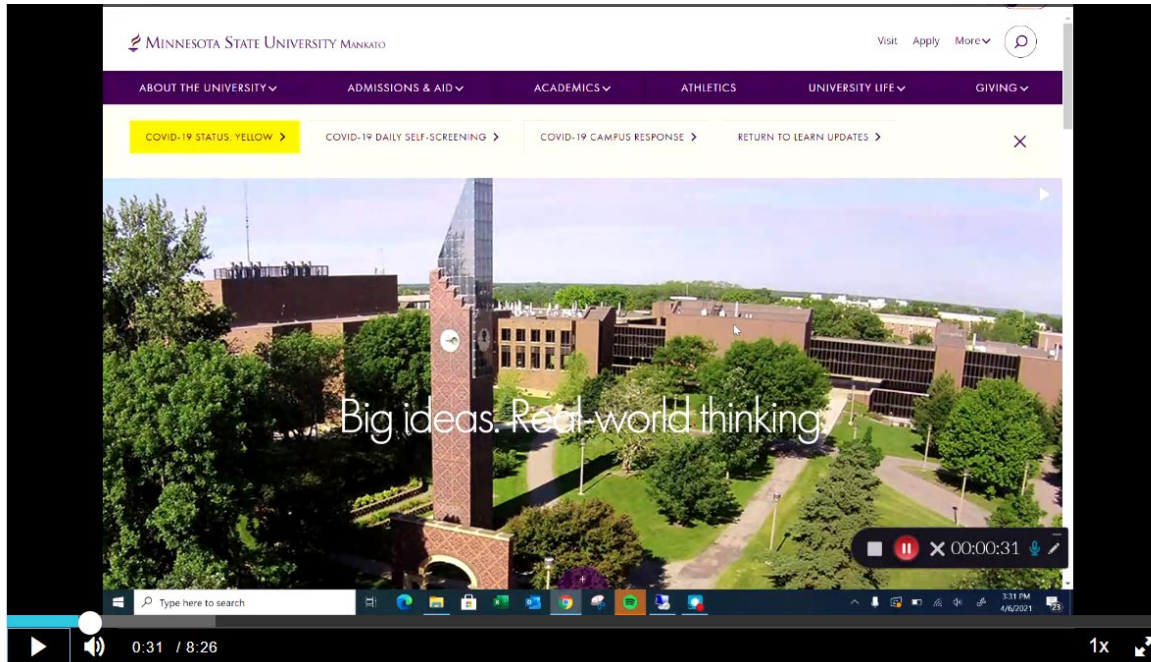




## Concurrent Enrollment Registration Instructions



Thank you for your interest in concurrent enrollment! To review registration instructions, watch this [video](#) or review the screenshot instructions provided in this document.

Please follow each step accurately as it pertains to your specific high school district. Email [pseo@mnsu.edu](mailto:pseo@mnsu.edu) if you have any questions.

**Step 1:** Go to [www.mnsu.edu](http://www.mnsu.edu). video time: 0:16

**Step 2:** Click on the search icon in the upper-right corner. video time: 0:28



**Step 3:** Type “E-Services” in the search bar, then click “search.” video time: 0:32



E-Services

SEARCH

**Step 4:** Select “E-Services” under the search results. video time: 0:37

## 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: 0:42

## LOG IN TO E-SERVICES

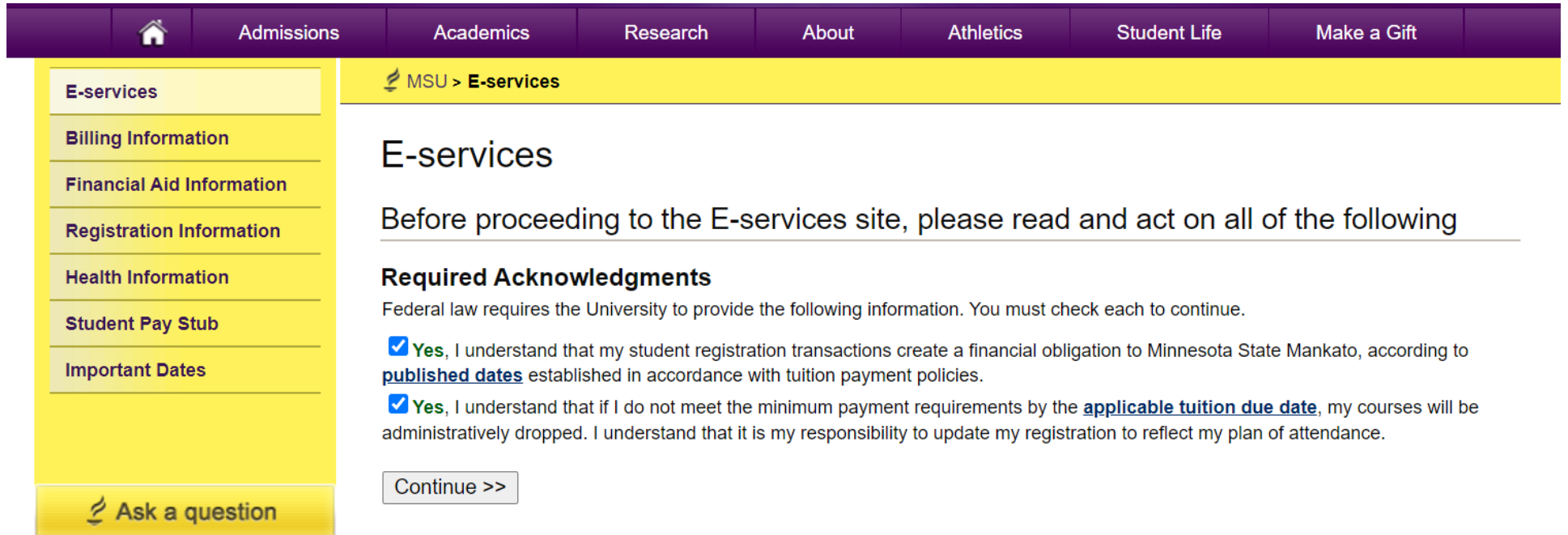
STARID

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: 0:55



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 sidebar menu with the following items: E-services, Billing Information, Financial Aid Information, Registration Information, Health Information, Student Pay Stub, Important Dates, and Ask a question. The main content area has a yellow header with the breadcrumb "MSU > E-services". The page title is "E-services". Below the title is a heading "Before proceeding to the E-services site, please read and act on all of the following" followed by a horizontal line. The section is titled "Required Acknowledgments" and contains the text: "Federal law requires the University to provide the following information. You must check each to continue." There are two checked checkboxes, each followed by a "Yes" statement. The first statement says: "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 statement says: "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 section is a "Continue >>" button.

Home Admissions Academics Research About Athletics Student Life Make a Gift

MSU > E-services

## E-services

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

### Required Acknowledgments

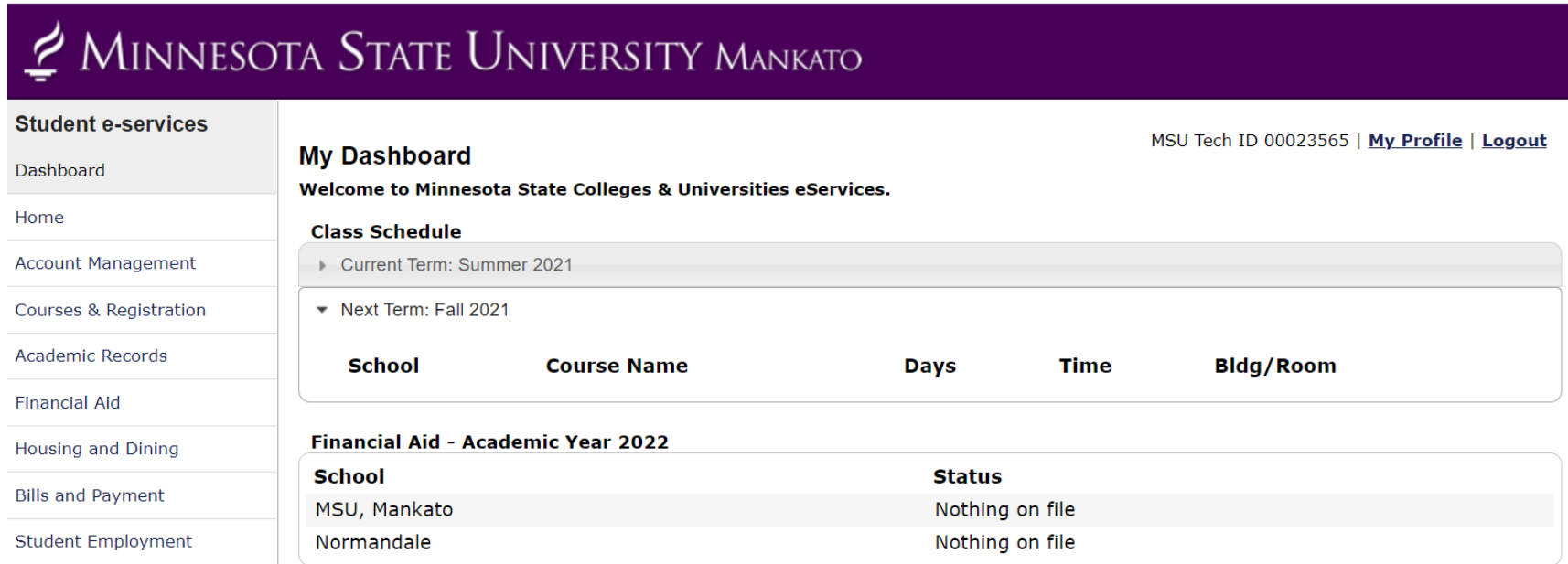
Federal law requires the University to provide the following information. You must check each to continue.

- 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: 1:03

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



The screenshot shows the Minnesota State University Mankato e-services dashboard. At the top is a purple header with the university logo and name. Below this is a navigation menu on the left with options like Dashboard, Home, Account Management, Courses & Registration, Academic Records, Financial Aid, Housing and Dining, Bills and Payment, and Student Employment. The main content area is titled 'My Dashboard' and includes a welcome message, a 'Class Schedule' section with expandable terms (Summer 2021 and Fall 2021), and a 'Financial Aid - Academic Year 2022' table.

**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

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

Welcome to Minnesota State Colleges & Universities eServices.

**Class Schedule**

▸ Current Term: Summer 2021

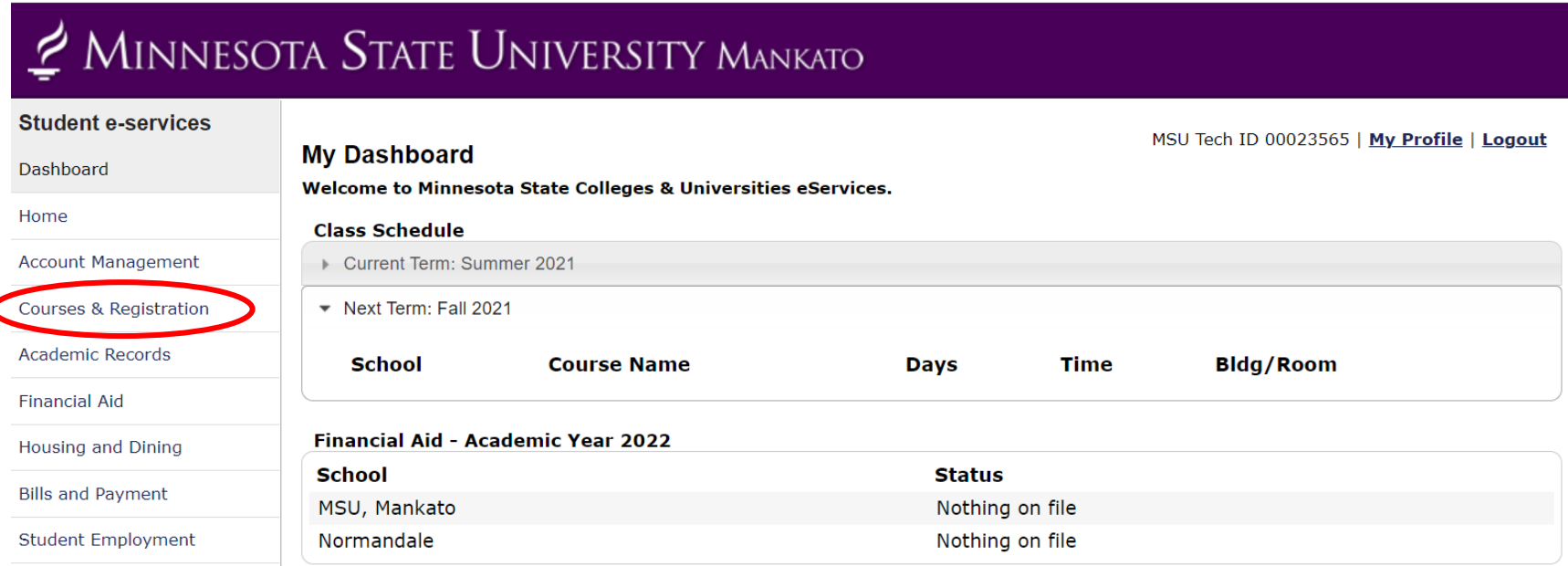
▾ Next Term: Fall 2021

School	Course Name	Days	Time	Bldg/Room
--------	-------------	------	------	-----------

**Financial Aid - Academic Year 2022**

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

**Step 7:** Select “courses & registration” on the left-side column. video time: 1:07



**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

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

**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 8: Select “search for a course.” video time: 1:11

MSU Tech ID 00023565 | [Logout](#)

### 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/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: 1:15

- 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: 1:18

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](#)

Search >

Clear

## Step 9: Select "expand/collapse for advanced search." video time: 1:24

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](#)

Search >

Clear

**Step 10:** Under “location” select your high school. Then click “search.” video time: 1:29

▼ [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

Honors Flag

The classes offered at your high school will appear here. video time: 1:52

<b>My Plan for Fall 2021</b>			
<b>Wish List: 0</b>	<b>Wait List: 0</b>	 <b>Registered: 0</b>	

[< Search](#)

[Continue to Review My Plan >](#)












### Search Results for **Fall 2021**

<< first < prev **1** next > last >> Showing courses 1 - 2 of 2

50 ▾ per page

Filter by

Instructor ▾

  	ID #	Subj ▲	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	006611	BIOL	100	50	<u><a href="#">Our Natural World</a></u>	09/07...01/18	n/a	n/a	4.0	Open	Foust, Richard Lavoie, Bethann		
  	007486	POL	111	50	<u><a href="#">United States Government</a></u>	09/07...01/18	n/a	n/a	4.0	Open	Joyce, Joseph Slocum, Frederick		

<< first < prev **1** next > last >> Showing courses 1 - 2 of 2

50 ▾ per page

**Step 11:** Select the course that you want to register for. video time: 1:59

**My Plan for Fall 2021**

**Wish List: 0**                      **Wait List: 0**                       **Registered: 0**                      

[< Search](#)

[Continue to Review My Plan >](#)

### Search Results for **Fall 2021**












<< first < prev **1** next > last >>    Showing courses 1 - 2 of 2

50 ▾

per page

**Filter by**

Instructor ▾ :

  	ID #	Subj ▲	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	006611	BIOL	100	50	<u>Our Natural World</u>	09/07...01/18	n/a	n/a	4.0	Open	Foust, Richard Lavoie, Bethann		
  	007486	POL	111	50	<u>United States Government</u>	09/07...01/18	n/a	n/a	4.0	Open	Joyce, Joseph Slocum, Frederick		

<< first < prev **1** next > last >>    Showing courses 1 - 2 of 2

50 ▾

per page

**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: 2:25

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

## POL 111 - United States Government Fall 2021, Section 50

  	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	007486	POL	111	50	United States Government	09/07...01/18	n/a	n/a	4.0	Open	Joyce, Joseph Slocum, Frederick		

### Meeting Details

Dates	Days	Time	Building/Room	Instructor
9/7/2021...1/18/2022	n/a	n/a	n/a	Joyce, Joseph Slocum, Frederick

### Notes

- Concurrent Enrollment Course

**Step 13:** Select “continue to review my plan.” video time: 2:42

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

## POL 111 - United States Government Fall 2021, Section 50

Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	007486	POL	111	50	United States Government	09/07...01/18	n/a	n/a	4.0	Open	Joyce, Joseph Slocum, Frederick		

### Meeting Details

Dates	Days	Time	Building/Room	Instructor
9/7/2021...1/18/2022	n/a	n/a	n/a	Joyce, Joseph Slocum, Frederick

### Notes

- Concurrent Enrollment Course



**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: 2:48

## Review My Plan

[New Search](#)

Fall 2020

Spring 2021

Fall 2021

### Minnesota State University, Mankato

Plan was last changed 8/3/2021 at 11:32 AM

#### Wish List (1)

Your registration window is currently **open**.

	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
<input checked="" type="checkbox"/>	007486	POL	111	50	<a href="#">United States Government</a>	09/07...01/18	n/a	n/a	4.0	Open	Joyce, Joseph Slocum, Frederick		📍

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: 3:04

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	
007486	POL	111	50	United States Government	09/07.....01/18	n/a	n/a	4.0	Normal	Joyce, Joseph Slocum, Frederick		📍

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).