

Concurrent Enrollment Registration Instructions



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: Click this link: <https://web.mnsu.edu/eservices/>. video time: 0:08

Step 2: Scroll down to the section where it says, 'log in to E-Services.' Enter your Star ID and password.
video time: 0:17

LOG IN TO E-SERVICES

STARID

qk4747sm

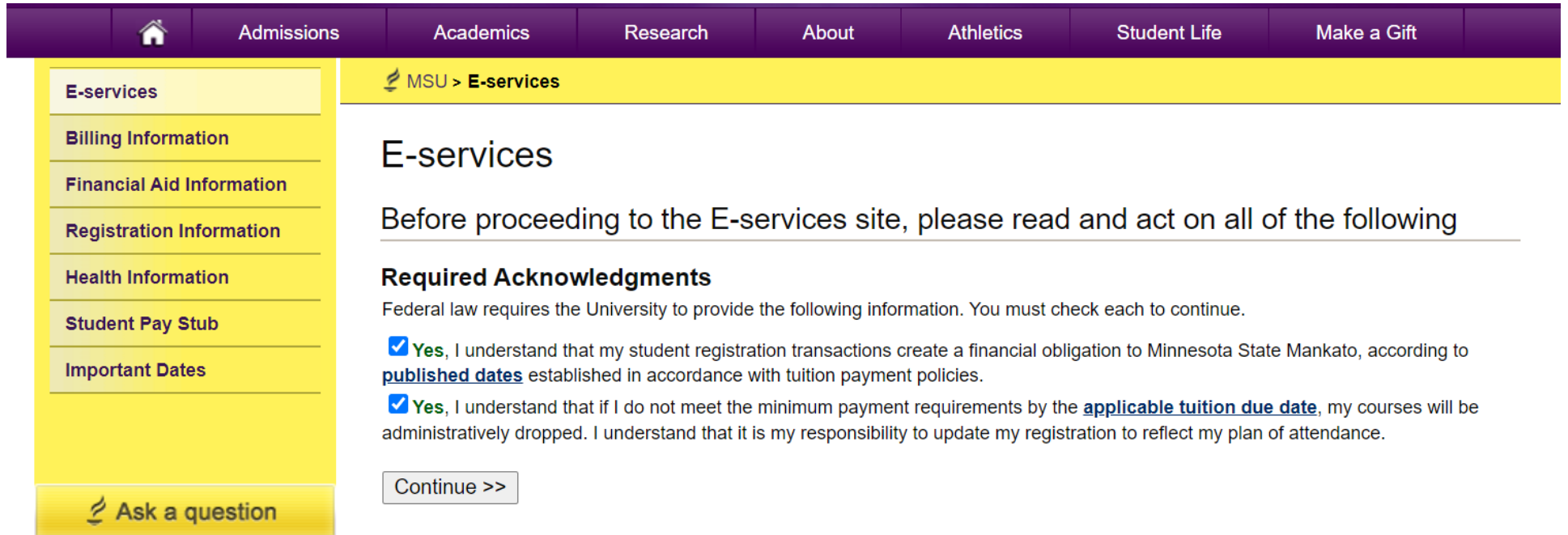
STARID PASSWORD

.....

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. video time: 0:32



The screenshot shows the MSU website navigation bar with links for Home, Admissions, Academics, Research, About, Athletics, Student Life, and Make a Gift. The left sidebar contains a menu with options: E-services, Billing Information, Financial Aid Information, Registration Information, Health Information, Student Pay Stub, Important Dates, and Ask a question. The main content area is titled "MSU > E-services" and "E-services". It includes a heading "Before proceeding to the E-services site, please read and act on all of the following" and a section for "Required Acknowledgments". Two checkboxes are checked, indicating that the user has read and understood the required information.

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: 0:40

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

The screenshot shows the student e-services dashboard for Minnesota State University Mankato. The header is a dark purple bar with the university's logo and name in white. Below the header is a navigation menu on the left with options like Dashboard, Home, Account Management, Courses & Registration, Academic Records, Financial Aid, and Housing and Dining. The main content area is white and contains a 'My Dashboard' section with a welcome message, a table of holds that may impact registration, and a section for action items.

MINNESOTA STATE UNIVERSITY MANKATO

Student e-services

Dashboard

Home

Account Management

Courses & Registration

Academic Records

Financial Aid

Housing and Dining

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

Welcome to Minnesota State Colleges & Universities eServices.

Holds that may Impact Registration

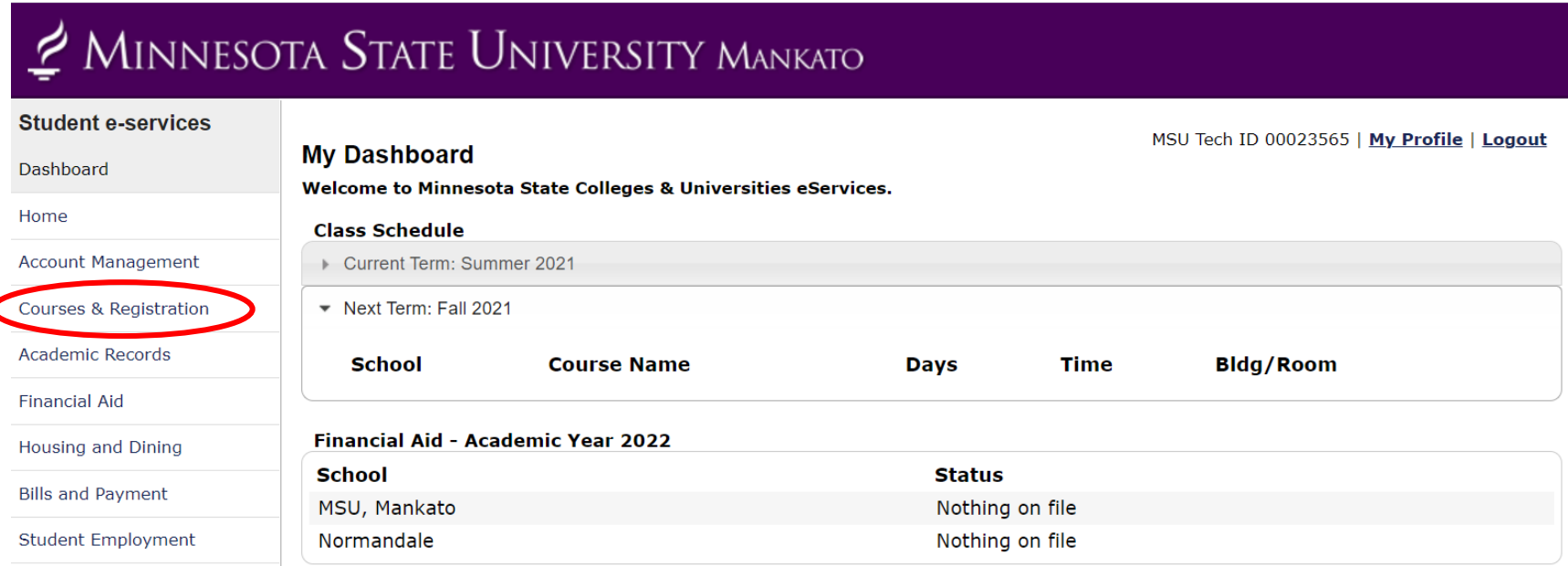
School	Type of hold	Registration Impact
MSU, Mankato	Fin Aid Warning	Does not impact registration.

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. video time: 0:44



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
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Financial Aid - Academic Year 2022

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

Step 5: Select 'search for a course.' video time: 0:49

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: 0:49

Course Search

Course Equivalents

Non-Credit/Continuing Ed

Search

* Required field

* College/University

Minnesota State University, Mankato

Campus

Minnesota State University, Mankato

* Semester

Fall 2022 (Aug - Dec)

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](#)

Step 6: Change the campus to 'concurrent – at your high school.' video time: 0:49

Course Search Course Equivalents Non-Credit/Continuing Ed

Search

* Required field

* College/University Minnesota State University, Mankato

Campus Concurrent -at your high school

* Semester Fall 2022 (Aug - Dec)

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 7: Select 'expand/collapse for advanced search.' video time: 1:03

- 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

Step 8: Under 'location' select your high school. Then click 'search.' video time: 1:12

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: 1:22


















































<< first < prev 1 next > last >> Showing courses 1 - 7 of 7

50

per page

Filter by

Instructor

Add Equivalent Waitlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	006235	CMST 102	50	<u>Public Speaking</u>	08/29 - 11/03	n/a	n/a	3.0	Open	Cronn-Mills, Daniel   Wagner, Jessica 	<u>On Campus</u>	
  	006236	CMST 102	51	<u>Public Speaking</u>	11/07 - 01/19	n/a	n/a	3.0	Open	Cronn-Mills, Daniel   Wagner, Jessica 	<u>On Campus</u>	
  	006233	KSP 150	50	<u>Exploring Careers in Education</u>	08/29 - 01/19	n/a	n/a	3.0	Open	Coudron, Kathleen   Mahoney, Kerrigan 	<u>On Campus</u>	
  	006232	KSP 235	50	<u>Human Development</u>	08/29 - 01/19	n/a	n/a	3.0	Open	Page, Scott   Wilson, Erica 	<u>On Campus</u>	
  	006234	PSYC 101	50	<u>Introduction to Psychological Science</u>	08/29 - 01/19	n/a	n/a	4.0	Open	Ritscher, Halley   Stark, Emily 	<u>On Campus</u>	
  	006230	SPAN 201	50	<u>Intermediate Spanish I</u>	08/29 - 01/19	n/a	n/a	4.0	Open	Snyder Roberts, Nicole   Duplat, Alfredo 	<u>On Campus</u>	
  	006231	SPAN 202	50	<u>Intermediate Spanish II</u>	08/29 - 01/19	n/a	n/a	4.0	Open	Snyder Roberts, Nicole   Duplat, Alfredo 	<u>On Campus</u>	

<< first < prev 1 next > last >> Showing courses 1 - 7 of 7





























50

per page

Step 9: Select the course that you want to register for. video time: 1:25

<< first < prev 1 next > last >> Showing courses 1 - 7 of 7 50 per page

Filter by Instructor ▾ :

Add Equivalent Waitlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	006235	CMST 102	50	Public Speaking	08/29 - 11/03	n/a	n/a	3.0	Open	Cronn-Mills, Daniel ✕ Wagner, Jessica ✕	On Campus	
  	006236	CMST 102	51	Public Speaking	11/07 - 01/19	n/a	n/a	3.0	Open	Cronn-Mills, Daniel ✕ Wagner, Jessica ✕	On Campus	
  	006233	KSP 150	50	Exploring Careers in Education	08/29 - 01/19	n/a	n/a	3.0	Open	Coudron, Kathleen ✕ Mahoney, Kerrigan ✕	On Campus	
  	006232	KSP 235	50	Human Development	08/29 - 01/19	n/a	n/a	3.0	Open	Page, Scott ✕ Wilson, Erica ✕	On Campus	
  	006234	PSYC 101	50	Introduction to Psychological Science	08/29 - 01/19	n/a	n/a	4.0	Open	Ritscher, Halley ✕ Stark, Emily ✕	On Campus	
  	006230	SPAN 201	50	Intermediate Spanish I	08/29 - 01/19	n/a	n/a	4.0	Open	Snyder Roberts, Nicole ✕ Duplat, Alfredo ✕	On Campus	
  	006231	SPAN 202	50	Intermediate Spanish II	08/29 - 01/19	n/a	n/a	4.0	Open	Snyder Roberts, Nicole ✕ Duplat, Alfredo ✕	On Campus	

<< first < prev 1 next > last >> Showing courses 1 - 7 of 7 50 per page


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.

video time: 2:08

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

CMST 102 - Public Speaking Fall 2022, Section 50

Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	006235	CMST	102	50	Public Speaking	08/29 - 11/03	n/a	n/a	3.0	Open	Cronn-Mills, Daniel ✉ Wagner, Jessica ✉	On Campus	

Meeting Details

Dates	Days	Time	Building/Room	Instructor
8/29/2022 - 11/3/2022	n/a	n/a	n/a	Cronn-Mills, Daniel Wagner, Jessica

Step 11: Select 'continue to review my plan.' video time: 2:13

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

CMST 102 - Public Speaking Fall 2022, Section 50

  	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
	006235	CMST	102	50	Public Speaking	08/29 - 11/03	n/a	n/a	3.0	Open	Cronn-Mills, Daniel  Wagner, Jessica 	On Campus	

Meeting Details

Dates	Days	Time	Building/Room	Instructor
8/29/2022 - 11/3/2022	n/a	n/a	n/a	Cronn-Mills, Daniel Wagner, Jessica

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.' video time: 2:27

Review My Plan

[New Search](#)

Spring 2022 **Fall 2022**

Minnesota State University, Mankato Plan was last changed 8/10/2022 at 12:02 PM

Wish List (1) Your registration window is currently **open**.



<input type="checkbox"/>	ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
<input checked="" type="checkbox"/>	006235	CMST	102	50	Public Speaking	08/29 - 11/03	n/a	n/a	3.0	Open	Cronn-Mills, Daniel ✉ Wagner, Jessica ✉	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.' video time: 2:29

Enter your StarID password and register:

Select the grading method on this page.

ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Loc	
006235	CMST	102	50	Public Speaking	08/29 - 11/03	n/a	n/a	3.0	Normal <input type="button" value="v"/>	Cronn-Mills, Daniel  Wagner, Jessica 	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 Department at pseo@mnsu.edu.