

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/>.

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

LOG IN TO E-SERVICES

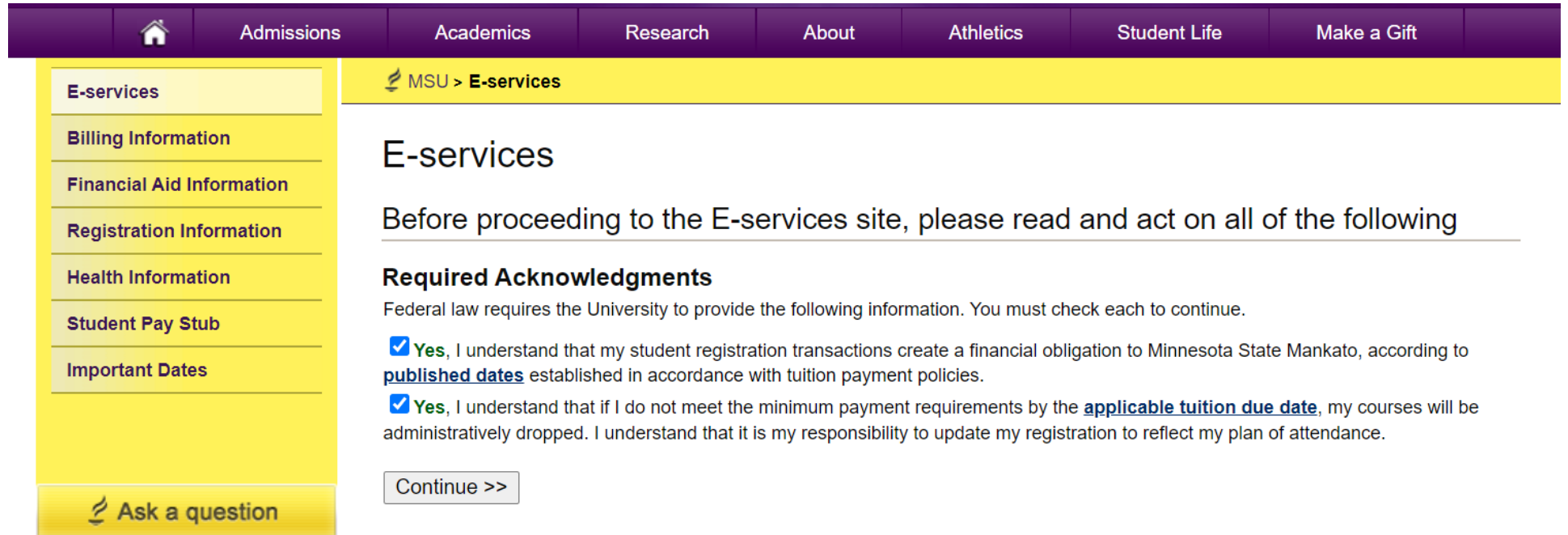
STARID

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.



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 header with the text "MSU > E-services". On the left side, there is a vertical menu with the following items: E-services, Billing Information, Financial Aid Information, Registration Information, Health Information, Student Pay Stub, and Important Dates. At the bottom of this menu is a button that says "Ask a question". The main content area on the right has the heading "E-services" and a sub-heading "Before proceeding to the E-services site, please read and act on all of the following". Below this is a section titled "Required Acknowledgments" with the text: "Federal law requires the University to provide the following information. You must check each to continue." There are two checkboxes, both of which are checked. The first checkbox is followed by the text: "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 checkbox is followed by the text: "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 main content area is a button that says "Continue >>".

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.

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. At the top is a purple header with the university's logo and name. 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 titled 'My Dashboard' and includes a welcome message, a section for 'Holds that may Impact Registration' with a table, and an 'Action Items' section with two 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.

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 5: Select 'search for a course.'

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

MSU Tech ID 00023565 | [Logout](#)

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.

Course Search

Course Equivalents

Non-Credit/Continuing Ed

Search

* Required field

* College/University

Minnesota State University, Mankato

Campus

Minnesota State University, Mankato

* Semester

Spring 2024 (Jan - May)

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.'

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 7: Select 'expand/collapse for advanced search.'

Course Search

Course Equivalents

Non-Credit/Continuing Ed

Search

* Required field

* College/University

Campus

* Semester

Subject

Course Number (Example 1100)

Course ID # (Example 004390)

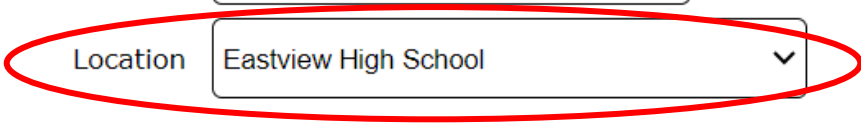
Display Open + Waitlist Eligible Courses Open Courses Only All Courses

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.'

MN Transfer Curriculum Goal	<input type="text"/>	General/Liberal Ed	<input type="text"/>
Credit Type	All	# of Credits/Hours	<input type="text"/>
Instructor	<input type="text"/>	Keyword Search	<input type="text"/>
Begins after Date	<input type="text"/> (mm/dd/yyyy)	Location	Eastview High School
Honors Flag	All Courses		



[Search >](#) [Clear](#)

The classes offered at your high school will appear here.

[< Search](#)

[Continue to Review My Plan >](#)

Search Results for **Spring 2024**





















<< first < prev **1** next > last >> Showing courses 1 - 3 of 3

50 ▾

per page

Filter by

Instructor ▾

  	ID #	Subj ▲ #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	005615	KSP 150	50	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Dumonceaux, Michelle  Poehler, Brian 	On.Campus	
  	005616	KSP 150	51	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Oxley, Scott  Poehler, Brian 	On.Campus	
  	005617	KSP 150	52	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Poehler, Brian 	On.Campus	

<< first < prev **1** next > last >> Showing courses 1 - 3 of 3

50 ▾

per page

Step 9: Select the course that you want to register for.

[< Search](#)

[Continue to Review My Plan >](#)

Search Results for **Spring 2024**













<< first < prev **1** next > last >> Showing courses 1 - 3 of 3

50 ▾ per page

Filter by

Instructor ▾

:

Add Equivalent Waitlist	ID #	Subj ▲ #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	005615	KSP 150	50	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Dumonceaux, Michelle ✉ Poehler, Brian ✉	On Campus	
  	005616	KSP 150	51	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Oxley, Scott ✉ Poehler, Brian ✉	On Campus	
  	005617	KSP 150	52	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Poehler, Brian ✉	On Campus	

<< first < prev **1** next > last >> Showing courses 1 - 3 of 3



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.

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

KSP 150 - Exploring Careers in Education Spring 2024, Section 50

Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	005615	KSP	150	50	Exploring Careers in Education	01/03.-06/07	n/a	n/a	3.0	Open	Dumonceaux, Michelle ✉ Poehler, Brian ✉	On Campus	

Meeting Details





Dates	Days	Time	Building/Room	Instructor
1/3/2024 - 6/7/2024	n/a	n/a	n/a	Dumonceaux, Michelle Poehler, Brian

Step 11: Select 'continue to review my plan.'

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

KSP 150 - Exploring Careers in Education Spring 2024, Section 50

Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	005615	KSP	150	50	Exploring Careers in Education	01/03...06/07	n/a	n/a	3.0	Open	Dumonceaux, Michelle ✉ Poehler, Brian ✉	On Campus	

Meeting Details

Dates	Days	Time	Building/Room	Instructor
1/3/2024...6/7/2024	n/a	n/a	n/a	Dumonceaux, Michelle Poehler, Brian

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.'

Fall 2023 **Spring 2024**

Minnesota State University, Mankato Plan was last changed 12/1/2023 at 3:29 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"/>	005615	KSP	150	50	Exploring Careers in Education	01/03 - 06/07	n/a	n/a	3.0	Open	Dumonceaux, Michelle ✉ Poehler, Brian ✉	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.'

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	
005615	KSP	150	50	Exploring Careers in Education	01/03 - 06/07	n/a	n/a	3.0	Normal	Dumonceaux, Michelle ✉ Poehler, Brian ✉	On Campus	📍

Questions? Contact the PSEO Office at pseo@mnsu.edu.