

Returning Student Guidelines

1. Request official transcripts be sent from all post-secondary institutions attended during time away from MSU to:

Office of the Registrar
Minnesota State University, Mankato
132 Wigley Administration Building
Mankato, MN 56001

2. **Contact Registrar's Office (507-389-6266)**

- A. Update name (if necessary)
- B. Update address
- C. Obtain an unofficial transcript (to review past academic performance and for tech ID)
- D. If you know the major you plan to pursue, ask Registrar's Office for a referral for academic advising. If you're undecided about your major, request contact information for New Student & Family Programs.

3. **Contact Advisor**

- A. Schedule an appointment with the Student Relations Coordinator or designated advisor in the College of your major. Contact the New Student & Family Programs Office if you are undecided. The chart below offers specific contact information for SRC/advisors in each college.

College/Department	Location	Phone Number
College of Allied Health	124 Myers Field House	507-389-6315
College of Arts & Humanities	126 Armstrong Hall	507-389-1712
College of Business	151 Morris Hall	507-389-2963
College of Education	117 Armstrong Hall	507-389-1215
College of Science, Engineering & Technology	125 Trafton-North	507-389-1521
College of Social & Behavioral Sciences	114 Armstrong Hall	507-389-6306
School of Nursing	360 Wissink Hall	507-389-6022
New Student & Family Programs (undecided students)	103 Preska	507-389-5498

- B. Plan to discuss your decision to return to MSU and related academic goals. Notify advisors as far in advance as possible to review academic plan and allow ample time for registration.
- C. If you are academically suspended, be prepared to discuss past academic challenges, plan for success and the academic reinstatement application process. Planning in advance is essential because there are specific deadlines associated with academic reinstatement. See <http://www.mnsu.edu/acadaf/appeals/> for more information.
- D. Expect to have academic records reviewed and learn about major admission requirements. If necessary, you may need to discuss if the major is a reasonable goal.
- E. Meet with advisor to review academic plan. Specifically discuss general education, admission requirements for the major, what bulletin year to follow and how previous coursework fits into these areas.
- F. Determine what courses to register for the upcoming semester and obtain a registration access code, if necessary.

**Note: All your questions may not be answered at your initial advising meeting. Further research might be necessary depending on length of time away from the University and changes in curriculum.*

4. Academic Reinstatement for Students on Suspension

- A. The Application for Reinstatement and all supporting documents must be turned into the Office of Academic Affairs by the deadline stated on the application. See <http://www.mnsu.edu/acadaf/appeals/> for more information.
- B. Applications for Reinstatement are reviewed by the Academic Standing Committee, and will be notified of their reinstatement status via e-mail.
- C. Reinstated students must meet with their Student Relations Coordinator or other advising staff before they will be allowed to register for next semester.
- D. A student's academic reinstatement *does not* guarantee financial aid reinstatement.

5. Complete Financial Aid Process

- A. The FAFSA must be completed when applying to financial aid: www.fafsa.ed.gov.
- B. Students applying for academic reinstatement may not be eligible for financial aid and/or need to appeal their financial aid. Students should contact the Campus Hub and schedule a meeting with a financial aid advisor to discuss their specific information.

6. Information on the Web

- A. The official mode of communication for Minnesota State Mankato information to students is via the e-Services website: <https://www.mnsu.edu/eservices/>. Use this site to register for classes, receive billing and payment information, financial aid information, grades and other important information.
- B. Registration for classes is done on-line. The class schedule is available on e-Services.
- C. To register, you must sign-in to the e-Services web site: <https://www.mnsu.edu/eservices/>. You will need to use your Star ID and password to use e-Services. Instructions are available on the e-Services sign up page if you have forgotten this information.
- D. When in the registration site, click on the "courses and registration" link. Students can navigate within this link to review their registration window, check holds, find courses and put courses in the course cart and register when registration window.

7. Billing, Payment and Financial Aid

- A. Review current billing, payment, and financial aid information on the Campus Hub web pages (www.mnsu.edu/campusHub/).
- B. View your financial aid application status and/or award notice by logging in at: <https://secure.mnsu.edu/FinancialAid>.
- C. View your semester bill and payment detail by logging in at www.mnsu.edu/eservices.
- D. Contact the Campus Hub if you have specific questions regarding your financial aid or student account status: www.mnsu.edu/campusHub/contactus.

Essential Phone Numbers

Academic Affairs	507-389-1333
Campus Hub/Student Financial Services	507-389-1866
Registrar's Office	507-389-6266
Registration Help Desk	507-389-2252
Residential Life	507-389-1011