Concurrent Enrollment Registration Process

Minnesota State University, Mankato

Step 1: Review admit reports posted on OneDrive

- Review 'Approved for Registration' and 'Not Approved for Registration' files on OneDrive.
- Identify students that are not admissible.
- Encourage non-admissible students to go through the concurrent enrollment appeal process, if they are a good candidate.

Step 2: Identify a day to complete registration with your students in class

- Students are given 14 business days to register after the first day of class.
- We recommend completing registration as a class within the first 1-3 days – this will allow time to fix any registration errors that may arise.

Step 3: Complete registration in class with your students

- Set aside 20-30 minutes to complete registration with your students. Only students who have been accepted to the university can register for credit.

Step 4: Verify your class roster

- Review your roster by going to e-services > login to e-services > click on 'switch to employee e-services' in the upper right corner.
- Select 'faculty' in the upper left corner and click on class list. This will show you the students who have successfully registered for credit.
- Registration reports will also be posted on OneDrive 3-5 days a week. Email pseo@mnsu.edu to verify that all of your students have registered.