

Post-Secondary Enrollment Options

Frequently Asked Questions

Registration

Q.) When is registration for Fall 2023 semester?

A.) Registration for new PSEO students will open on Thursday, July 27th at 10:00am. You will have the chance to register or change your schedule through Friday, August 25th.

Q.) Where do I register?

A.) You will register independently at home. Registration will take place on E-Services. If you have registration issues or holds, please contact pseo@mnsu.edu.

Q.) How do I search for a class?

A.) To search for a class, go to e-services > courses & registration > search for a course. You will see several filtering options, the basic filter that you will want to look for is "subject." If you want to search for a general class, select that subject from the drop-down menu and click "search."

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

Q.) How do I add a class to my schedule?

A.) In the upper-left corner of your e-services page, you will see a add/plus button, this will add the class to your wish list.

Equivalent Waitlist	ID #	Subj #	Sec	Title	Dates	Days	Time	Crds	Status
  	001658	PSYC 101	01	Introduction to Psychological Science	08/23 - 12/10	n/a	n/a	4.0	Open

Q.) How do I register for the class after adding the class to my wish list?

A.) After you have added the class to your wish list, select "review my plan" and check the course that you want to register for then "select course(s) to proceed to register". The next page will ask you to enter in their Star ID and password.







Spring 2021		Spring 2022										
Minnesota State University, Mankato											Plan was last changed 10/11/2021 at 2:46 PM	
Wish List (1)												
	ID #	Subj #	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
<input checked="" type="checkbox"/>	001400	PSYC 101	01	Introduction to Psychological Science	01/10...05/06	M.W.	9:00am - 10:40am	4.0	Open	Dudley, Allyson	HyFlex	📍
Select Course(s) to proceed to Register				Remove Selected Course(s) from Wish List								

Q.) What courses are available to me?

A.) Minnesota State Mankato wants PSEO students to receive a true college experience. This means that you will have access to the majority of courses that are on the scheduler. There are a few exceptions. PSEO students are not eligible for developmental education courses or courses with required additional fees over \$100.

Q.) What happens if a course is full?




A.) Some courses have waitlists. If a course has a waitlist, you can add yourself to the waitlist by clicking the "pencil" button next to the name of the class. If a seat opens in a waitlist course, the department will reach out to students in the order that they joined the waitlist. Students will have 24 hours to register for the course before the next student is contacted. You'll want to monitor your email regularly if you are on a waitlist.

  	002177	ENG 101	23	Foundations of Writing & Rhetoric	08/23...12/10	M.W	6:00pm - 7:40pm	4.0	Full
  	000659	ENG 101	24	Foundations of Writing & Rhetoric	08/23...12/10	T.T.b	6:00pm - 7:40pm	4.0	Full

 Add to waitlist

Q.) How do I remove a class from my schedule?

A.) To drop a class, simply go to e-services > courses & registration > view/modify schedule, then click the black “x” button next to the name of the class and enter in your Star ID password to drop the course.

Registered ✓ Printable Schedule														
	ID #	Subj #	Sec	Title	Dates	Days	Time	Building/ Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/ Withdraw	Loc	
	001658	PSYC	101	01	Introduction to Psychological Science	8/23/2021... 12/10/2021	M/A	M/A	ON LINE	Ries, Barry <input checked="" type="checkbox"/>	4.0	Normal		

Drop class

Q.) How can I search for classes based on my availability?

A.) Select “expand/collapse for advanced search” to look for classes based on specific days and times of the week. You can check the days that work for you and select a time range that your available. This advanced search also allows you to search for specific instructors, locations, and general/liberal education courses.

* 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

Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times between and

Q.) I have received an error that the course is restricted to a specific population of students (i.e. Learning Communities or non-native speakers).

A.) There are certain courses that are designed for specific populations of students. You should read the notes section for the course to see if a course is designed for a specific population.

Q.) What should I do if a course requires special permission?

A.) Some courses require special permission to register. You will need to contact the academic department directly. The best way to reach out is to call.

Q.) Why do I see a tuition bill on my e-services homepage?

A.) PSEO students do not have to pay for tuition and fees. Your bill to campus will be removed starting in mid-late October. If you do receive emails from campus about your bill, please let the PSEO Office know.

Q.) How do I know if a course is a FlexSync or HyFlex course?

A.) Online courses should be labeled as either HyFlex, completely online-synchronous, or completely online-asynchronous. Courses without any designation in the delivery method column will be held face-to-face. For more information you can watch the [FlexSync Video](#).

Q.) The course has notes that indicate “100% online program student” – do PSEO students qualify to take these classes?

A.) Courses that are restricted to 100% online program student are restricted to tuition paying students only. PSEO students do not qualify to take these classes.

Q.) How many credits can I register for?

A.) Students can register for up to 18 credits per semester, however, it's not recommended to go above 15 credits per semester for a full-time PSEO student.

Q.) When is the drop deadline for Fall 2023 semester?

A.) You can make changes to your schedule through Friday, August 25th at 11:59pm without it appearing on your academic record.

Q.) What does an administrative drop policy mean?

A.) Classes that are classified as “administrative drop policy courses” will drop you from the class after the first day if you are not in attendance.

Q.) What are short courses?

A.) Short courses are eight-week courses that cover the same curriculum in a condensed period. These courses do have a different add/drop timeline, so it's important to pay attention to these dates on e-services.

Q.) When is the first day of class?

A.) The first day of Fall 2023 semester is Monday, August 21st.