

## 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 sidebar menu with the following items: E-services (selected), Billing Information, Financial Aid Information, Registration Information, Health Information, Student Pay Stub, and Important Dates. At the bottom of the sidebar is a button labeled "Ask a question".

The main content area has a yellow header with the breadcrumb trail "MSU > E-services". Below this is the section title "E-services". A line of text reads: "Before proceeding to the E-services site, please read and act on all of the following".

**Required Acknowledgments**

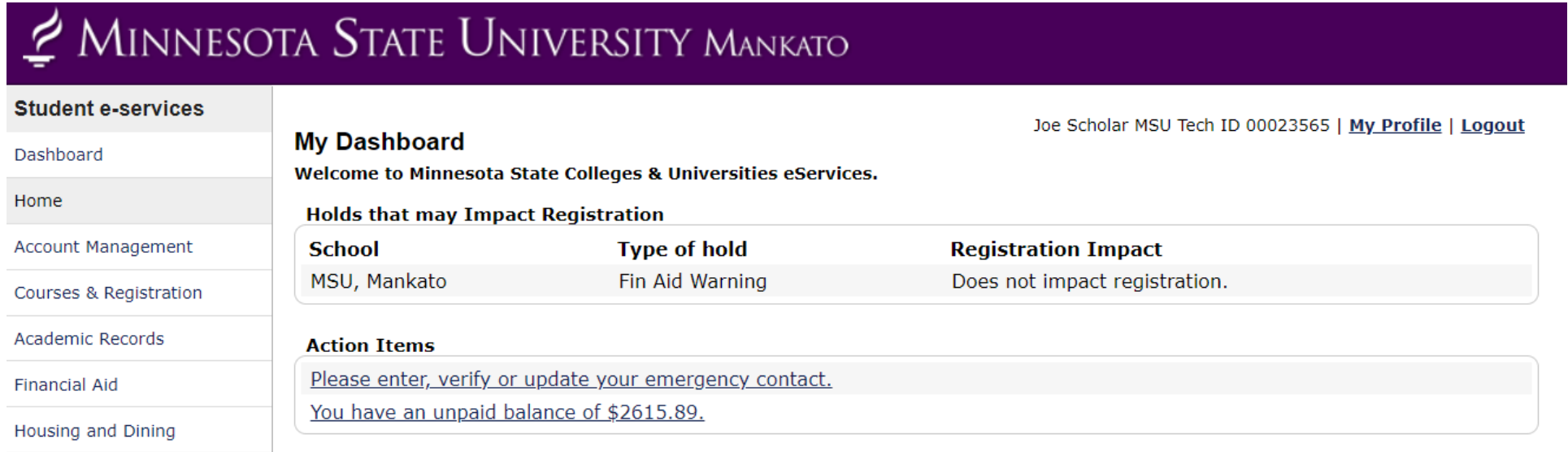
Federal law requires the University to provide the following information. You must check each to continue.

- 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.

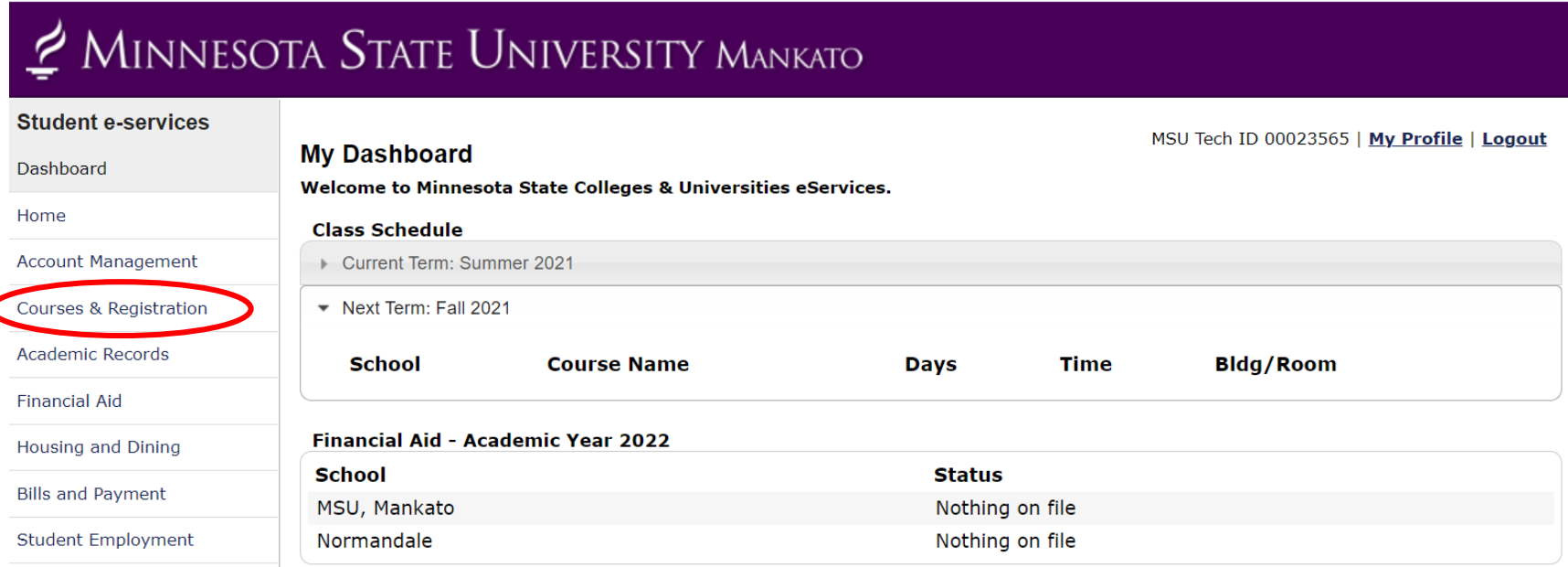
**Holds that may Impact Registration**

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
MSU, Mankato				
Normandale				

**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/campusHub/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

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  Flexible

## Step 6: Change the campus to 'concurrent – at your high school.'

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 2024 (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



Flexible



[Expand/Collapse for Advanced Search](#)



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

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 2024 (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



Flexible



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	<input type="text" value="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	<input type="text" value="St Clair Public Schools"/>
Honors Flag	<input type="text" value="All Courses"/>		

The classes offered at your high school will appear here.

[< Search](#)






















[Continue to Review My Plan >](#)

### Search Results for **Fall 2024**

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

50  per page

Filter by  :

  	ID #	Subj <input type="button" value="▲"/>	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	006572	COMM	102	50	<b><u>Public Speaking</u></b>	<u>09/06 - 01/17</u>	<u>n/a</u>	<u>n/a</u>	3.0	Open	Cronn-Mills, Daniel  Pillers, Loehr 	<u>On Campus</u>	
  	006571	ENG	101	70	<b><u>Foundations of Writing &amp; Rhetoric</u></b>	<u>09/06 - 01/17</u>	<u>n/a</u>	<u>n/a</u>	4.0	Open	Pillers, Loehr  Moreland, Kelly 	<u>On Campus</u>	
  	006573	ENG	110	70	<b><u>Introduction to Literature</u></b>	<u>09/06 - 01/17</u>	<u>n/a</u>	<u>n/a</u>	4.0	Open	Pillers, Loehr  Moreland, Kelly 	<u>On Campus</u>	

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

[< Search](#)

[Continue to Review My Plan >](#)























### Search Results for **Fall 2024**

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

50  per page

Filter by

Instructor

  	ID #	Subj <input type="text"/>	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
  	006572	COMM	102	50	<b>Public Speaking</b>	09/06 - 01/17	n/a	n/a	3.0	Open	Cronn-Mills, Daniel  	On Campus	
  	006571	ENG	101	70	<b>Foundations of Writing &amp; Rhetoric</b>	09/06 - 01/17	n/a	n/a	4.0	Open	Pillers, Loehr   Moreland, Kelly  	On Campus	
  	006573	ENG	110	70	<b>Introduction to Literature</b>	09/06 - 01/17	n/a	n/a	4.0	Open	Pillers, Loehr   Moreland, Kelly  	On Campus	

**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 >](#)

## COMM 102 - Public Speaking Fall 2024, Section 50


Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	006572	COMM	102	50	Public Speaking	<a href="#">09/06 - 01/17</a>	<a href="#">n/a</a>	<a href="#">n/a</a>	3.0	Open	Cronn-Mills, Daniel ✉ Pillers, Loehrl ✉	<a href="#">On Campus</a>	

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

[< Search Results & Plan](#)

[Continue to Review My Plan >](#)

### COMM 102 - Public Speaking Fall 2024, Section 50




Add Equivalent Waitlist	ID #	Subj	#	Sec	Title	Dates	Days	Time	Crds	Status	Instructor	Delivery Method	Loc
  	006572	COMM	102	50	Public Speaking	<a href="#">09/06 - 01/17</a>	<a href="#">n/a</a>	<a href="#">n/a</a>	3.0	Open	Cronn-Mills, Daniel  Pillers, Loehrl 	<a href="#">On Campus</a>	

**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.'

Spring 2024 **Fall 2024**

**Minnesota State University, Mankato** Plan was last changed 8/2/2024 at 12:13 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"/>	006572	COMM	102	50	<u>Public Speaking</u>	<u>09/06 - 01/17</u>	<u>n/a</u>	<u>n/a</u>	3.0	<b>Open</b>	Cronn-Mills, Daniel  Pillers, Loehrl 	<u>On Campus</u>	

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
006572	COMM	102	50	Public Speaking	09/06 - 01/17	n/a	n/a	3.0	Normal	Cronn-Mills, Daniel ✉ Pillers, Loehrl ✉	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 Office at [pseo@mnsu.edu](mailto:pseo@mnsu.edu).