HOW TO REGISTER FOR CLASSES

Log into E-Services:

1. https://www.mnsu.edu/eservices/
2. Enter your Star ID and your Star ID Password and click on Login.
3. You may get a screen that reads: Before proceeding to the E-Services site, please read and act on all of the following.
4. Please read and answer all of the questions/acknowledgements before pressing **continue** at the very bottom.
5. This will bring you to your Dashboard of Minnesota State Colleges & Universities e-Services.

The Registration Process:

1. In the left menu, click on **Courses & Registration.**
2. In the left menu or on the main screen, click *Search for a Course.*
3. Make certain the College/University selection is <u>Minnesota State University, Mankato</u>.
4. Make certain the *Semester* is <u>the semester you are registering for</u>. (The system may default to the current semester. The semester you are registering for may be different than the semester we are currently in.)
5. Select a *Subject* from the drop-down menu - input the *Course number* if you are looking for a particular course **OR** if you know the 6-digit Course ID # of the section you want for that course – input that instead of the Subject and Course number.
6. You have the option of looking up a course by:
   a. O*pen + Wait List Eligible Courses*
   b. *Open courses only*
   c. *All Courses*
7. Select the *All Courses* radio button. (This way, there will be no confusion as to whether the course is offered or not.)
8. If you want to choose a delivery method (in person, online only, etc), click the appropriate radio button.
9. To do an advanced search for courses offered on certain days, times, etc., click on the Expand/Collapse for Advanced Search link.
10. Click on the *Search* button.
11. A list of courses will display. Review the search results and select the section of the course by day and time that will work for you, then, in the column to the left of that section, click the *Add (plus sign)* button. A pop up window will indicate the course has been added to your "wish list." Click the OK button in the pop up window.
12. **Putting courses on your wish list does NOT save the course(s) for you. We recommend that you register right away and then look for more courses so you do not lose a seat in the course you put on your wish list. (You can, however, put several courses on your wish list and register for them all at once if you choose to.)**
13. To register for the course(s), click on *Continue to Review My Plan* on the right side, upper/middle of the screen.
14. A new window will open displaying the course(s) you put on your wish List. **Click the check box** in the left column for each course you plan to register for.
15. Click on *Select Course(s) to proceed to Register* just below the wish list.
16. Enter your Star ID Password (it is the <u>same</u> password you used when you logged into E-Services) and click on *Register.*
    a. You can select a grading method on this page, but you will typically leave it as Normal. (The only <u>Business</u> courses that are offered as P/NC are BUS 295 and internships, but you may choose to take some Gen Ed courses as P/NC. You are limited on the number of credits you can take as P/NC and still graduate – see your advisor with questions. **Do not** choose Audit as a grading method. Audited courses do not earn credits.)
17. You will either get the **Registration Successful** message **OR** you may get an **error message if there is a problem.
18. To add more courses to your wish list, go back to step 2 and start the process again.
19. To view and print your class schedule, in the left menu or just below, click on **"View/Modify Schedule." Always view your schedule to confirm it**.
20. **It is a good idea to print your class schedule from this screen and have it with you the first few days of class so you know where to go and at what time you need to be there.**
21. **Watch your Mavmail on a regular basis! Some courses will utilize D2L for assignments – D2L is used for all online courses.**

**SOME ERROR MESSAGES YOU MAY GET:

- This course restricts registrations to the following Student Program(s): Upper Division COB. Prerequisites have not been met.
- You don't have permission to register for this course/course status is offered – special permission required.
- There is a time conflict with your schedule. You must register for a different section of one of the courses.
- The Course is full.
- Exceeds Maximum Credits Allowed.
- Academic Warning or Suspension. Contact your academic advisor.

To resolve an error message, click on this link https://cob.mnsu.edu/advising/course-registration/, scroll down and **follow the instructions for the error message you are getting. You may also contact the College of Business Student Center at 507-389-2963, cobadvise@mnsu.edu or go to the office in Morris Hall 151. Other error messages, contact the Registrar's Office. 507-389-6266.