

How to register for your courses

Please take time NOW to log-in to your Student E-Services account to be sure you can access the new registration system.

As a reminder, you will use your StarID and your StarID Password to register. Let's get started!

1. Go to: <https://www.mnsu.edu/eservices/>
2. Enter your StarID
3. Enter your StarID Password (This is the password you created at orientation)
4. On the left hand side of the screen, click on "Courses and Registration"
5. Once on the Courses and Registration Screen, click on "Search for a Course"
6. VERY IMPORTANT: Make sure the search field for College/University says Minnesota State University, Mankato and verify the Semester is set to the correct term

The screenshot shows a progress bar with four steps: Search, Search Results & Plan, Review My Plan, and Register. Below the progress bar are three tabs: Course Search (selected), Course Equivalents, and Non-Credit/Continuing Ed. The search form includes the following fields and options:

- Search** (with a red asterisk and "Required field" text)
- *College/University**: Minnesota State University, Mankato (dropdown menu)
- *Semester**: Fall 2015 (Aug - Dec) (dropdown menu)
- Subject**: (dropdown menu)
- Course Number**: (text input field) (Example 1100)
- Course ID #**: (text input field) (Example 004390)
- Display**: Open + Waitlist Eligible Courses Open Courses Only All Courses
- Expand/Collapse for Advanced Search** (dropdown arrow)
- Search >** (button) **Clear** (button)

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7. To search for a course, select a Subject from the drop down menu. You may also select a Course Number (.e. 101, 111) if you know it. Click Search to see the list of courses appear.

*College/University
*Semester
Subject Course Number (Example 1100)
Course ID # (Example 004390)
Display Open + Waitlist Eligible Courses Open Courses Only All Courses
 [Expand/Collapse for Advanced Search](#)


8. If you would like to narrow your search on specific course options, such as goal areas, delivery methods, days/times, select the Expand/Collapse for Advanced Search and fill in the appropriate information.

Course Search | Course Equivalents | Non-Credit/Continuing Ed

Search ?
* Required field

*College/University
*Semester
Subject Course Number (Example 1100)
Course ID # (Example 004390)
Display Open + Waitlist Eligible Courses Open Courses Only All Courses
 [Expand/Collapse for Advanced Search](#)
Delivery Method
Days Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Times between and
MN Transfer Curriculum Goal General/Liberal Ed
Credit Type # of Credits/Hours
Instructor Keyword Search
Begins after Date (mm/dd/yyyy) Location



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9. You will now see a list of courses appear based on the subject and information you entered. When you find the course you would like to register for, select the  icon to add a course to your “Wish List” (formerly known as your Course Cart).

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<< first < prev 1 2 3 next > last >> Showing courses 1 - 50 of 105 50 per page Filter by Instructor :

Add Equivalent Waitlist	ID #	Subj #	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
  	000812	POL 100	01	Introduction to Politics	M W	12:30pm - 1:45pm	3.0	Open	Kawabata, Eji		
  	001049	POL 111	01	United States Government	M W	9:30am - 10:45am	3.0	Open	Kunkel, Joseph		
  	000811	POL 111	02	United States Government	T Th	11:00am - 12:15pm	3.0	Open	Kunkel, Joseph		
  	004801	POL 111	05	United States Government	T Th	3:30pm - 4:45pm	3.0	Open	Parsneau, Kevin		

10. Hover your mouse over the location icon  to be absolutely sure the course you are adding is located at the correct location! Once you have clicked the  icon, you will see this message:

Sect	Title	Days	Time	Cr/Hr	Status
01	Intro Pol			3.0	Open
01	Uni Gov			3.0	Open
02	Uni Gov			3.0	Open
05	United States Government	T Th	3:30pm - 4:45pm	3.0	Open
00	United States Government	M	6:00pm - 8:45pm	3.0	Open
04	Introduction to Politics	T Th	12:30pm - 1:45pm	3.0	Open

Course has been added to Wish List

(Scroll down to Next Page)

11. Once you have clicked OK, proceed to register for the course by clicking on the “Continued to Review My Plan>” link on the upper right-hand side of your screen.

My Plan for Spring 2013

Wait List: 0 Registered: 0

[Continue to Review My Plan >](#)

Search Results for **Spring 2013**

Showing courses 1 - 50 of 105 50 per page Filter by Instructor :

Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
Introduction to Politics	M W	12:30pm - 1:45pm	3.0	Open	Kawabata, Eiji		

12. You will now see your course listed. Click on the small box to select the course and then click on “Select Course (es) to proceed to Register>” tab.

Search Search Results & Plan **Review My Plan** Register

[New Search](#)

Spring 2013

Minnesota State University, Mankato Registration Start Date: 11/05/2012

Wish List (1) Plan was last changed 1/7/2013 at 3:59 PM

ID #	Subj	#	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
<input checked="" type="checkbox"/>	001049	POL	111 01	United States Government	M W	9:30am - 10:45am	3.0	Open	Kunkel, Joseph		

[Select Course\(s\) to proceed to Register >](#) [Remove Selected Course\(s\) from Wish List](#)

(Scroll Down to Next Page)

13. You will need to enter your StarID Password and click the Blue Register Tab.

< Review My Plan

Spring 2013

By confirming this registration, for any semester, you are accepting any **financial and academic obligations** incurred as a result of this transaction. Failure to pay will result in your debt being referred to the State of Minnesota collection agency (Minnesota Department of Revenue, Collection Division) or a private collection agency. If this happens, you will be responsible for any additional costs incurred due to the collection process which may include but is not limited to the following: Collection Costs, Attorney Fees, Legal Fees

If you are degree seeking and want more information about graduation requirements, visit your college or university's web site.

Enter your password and register:

Select the grading method on this page. ?

ID #	Subj #	Sect	Title	Days	Time	Cr/Hr	Grade Method	Instructor	Delivery Method	Location
001049	POL 111	01	United States Government	M W	9:30am - 10:45am	3.0	Normal	Kunkel, Joseph		

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.


14. Verify you are registered by clicking on “View/Modify Schedule” link on the left-hand side of the screen!

New Search ?

Spring 2013

Registered ✓ (1) View/Modify Schedule

ID #	Subj #	Sect	Title	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Location
001049	POL 111	01	United States Government	M W	9:30am - 10:45am	3.0	Open	Kunkel, Joseph		

15. If you need to DROP a course after you have registered, click on “View/Modify Schedule” link and select  icon to delete the course from your schedule.

16. To add additional courses, repeat steps 6-13.