Visiting Student Checklist
Steps you need to complete for enrollment

1 Register for your classes
Follow the instructions located in step 2 or step 3 on the Visiting Student web page to register online for your classes.
PREREQUISITES: All students are responsible for completing the prerequisites for the classes requested. If students register for courses and have not met prerequisite requirements, they may be dropped from that class and receive no refund.

2 Pay your tuition – due by payment deadline date or within 24 hours or registration after this date.
   • Make tuition payments online through E-services
   • Set up a NelNet monthly payment plan
   • Pay in person at the Business Office located on the first floor of College Services. Payment options include cash, check or credit card.

3 Purchase your books
   • Web purchasing is available at http://bookstore.normandale.edu
   • For in person sales, print out your class schedule and purchase books by visiting the Textbook Depot in the lower level of the Kopp Student Center K0436.

4 NCC Student ID – 24 hours after registering for classes
The NCC card is the official Normandale student identification card. It is issued to students free of charge. Visit the Service Desk in the Kopp Student Center to get your NCC card. Hours of service can be found at www.normandale.edu/idcard

5 Begin Using Your Student E-mail Account – 24 hours after registering for classes
The College has provided an e-mail account to you. Your Normadale student e-mail account is the only e-mail address the College will maintain and use to communicate with students. Students are held responsible for the information communicated via e-mail. You will need your StarID and password to access your student e-mail for the first time. Contact the ITS Help Desk at 952-358-8181 for assistance.

6 Access D2L (Desire to Learn) for Online Courses
If you have registered for online course(s) access the D2L quick start guide to become familiar with our online course delivery system. You will need your StarID and password.