Registering as a Visiting Student from another MnSCU Institution

If you have a StarID associated with another MnSCU institution, you do NOT need to create another MnSCU account. You can register for Normandale public courses by logging into eServices at your current MnSCU institution using your StarID and password.

From the Dashboard page select “Course and Registration” from the navigation box on the left and then “Search for a Course”
Select the tab for “Course Equivalencies”

Select the subject and enter number of the course at your home institution and click on “Search”.
Select Normandale as the College/University. The equivalent course for Normandale will be displayed below. Click on “Section Availability” to see when the course is offered.

If you see an open section that fits your schedule add the course to your Wish List and then click on “Continue to Review My Plan”. Note: You will not be able to add yourself to the waiting list of a full section.
To register, check the box next to the course you have selected and click on “Select Course(s) to proceed to Register”

Enter your StarID password and click on “Register”
The next screen will show you have successfully registered for the class and you will also see your Normandale Student ID number. You should write down this number.

If you are attempting to register for a course with prerequisites that are monitored by our registration system, you will see “Registration Failed” and error message. Refer back to the Visiting Student webpage for instructions on how to provide proof of course readiness and obtain a registration override by clicking on the link in item 1-d “required course prerequisites or placement levels”.

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**Registration Successful**

**ID #** | **Subj #** | **Sec** | **Title** | **Dates** | **Days** | **Time** | **Crsds** | **Grade Method** | **Instructor** | **Delivery Method** | **Loc**
---|---|---|---|---|---|---|---|---|---|---|---
000407 | PSYC | 1110 | 12 | Introduction to Psychology | 01/14 - 05/15 | W F | 6:00am - 9:30am | 4.0 | Normal | Tix, Andrew | 9

**Registration Failed**

**ID #** | **Subj #** | **Sec** | **Title** | **Dates** | **Days** | **Time** | **Crsds** | **Grade Method** | **Instructor** | **Delivery Method** | **Loc**
---|---|---|---|---|---|---|---|---|---|---|---
011140 | ENGL | 1120 | 10 | Graphic Novels | 01/12 - 05/15 | M W | 12:00pm - 12:50pm | 2.0 | Normal | Thompson, Joan | 9

Prerequisites have not been met:
- Test: ACT English has not been taken.
- Test: ACT Reading has not been taken.
- Test: Accuplacer Reading has not been taken.
- Test: SAT Verbal has not been taken.
- Test: SAT Writing has not been taken.
- Test: ENGL 101 has not been taken.
- Test: READ 101 has not been taken.
- Prerequisite course: Read & Study Skills has not been taken.
- Prerequisite course: Prep College Writing has not been taken.