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ESERVICES LOGIN INSTRUCTIONS

1. Go to www.normandale.edu and click E-Services.

2. The messages displayed on the eServices Gateway page that opens are very important. Read them carefully, then click the box at the bottom of the page to acknowledge you have done so. Click “Proceed to eServices”.

3. Enter your Star ID and password in the appropriate fields and click Login. If you need assistance, click Need Login Help?

4. With a successful login, you will be at the My Dashboard page. (If your login attempt was not successful, return to step 3.)

5. Click “Courses & Registration” from the Student e-Services box on the left side of your screen.

REGISTRATION INSTRUCTIONS

STEP 1: FIND YOUR CLASSES

a. Select the desired semester and course search criteria, then click Search, OR
b. If you know the six-digit course ID of the desired class, skip to Quick Add (Register) on page 3.

To Check for Holds
Complete steps 1-5. Select Check Registration Holds from Student e-services menu on the left side of the page. The defaulted year and term is displayed at the top of the screen. If this is not the correct term, click Change semester, then highlight the term you want and click Select. Click Courses & Registration and then Check Registration Holds again. This screen will tell you if you have any holds that could prevent your registration. If you do have holds, log out and contact the appropriate department to determine how to proceed.

To Determine When You Can Register
Complete steps 1-5. Select Registration Window. If the message states that your window is open, you may register. If your window is closed, you must wait until the time indicated. Click Logout, located in the upper right corner of your screen. Return to eServices when your window is open.
STEP 2: CREATE YOUR PLAN

Your plan includes: your wish list (classes you are interested in and/or intend to register for),
your wait list (full classes you wish to add if a seat becomes available) and your
registered classes (your official class schedule).

In this step, you will select classes to add to your wish list and your wait list.

a. To add an open class to your wishlist, click the ☑️ on the row of the class you want.

b. To add yourself to a waitlist, click the 🔴 on the row of the class you want. See page 9 for additional
   information about waitlisting.

c. Click Search and repeat steps 1 and 2 until you have selected all of your classes.

d. Continue to Review my Plan.

Important: Until you complete step 4 (Register), you have not reserved a seat in the class.
a. To register for classes on your wish list, click the box next to the desired course(s), then click **Select Course(s) to proceed to Register**.

**QUICK ADD (REGISTER)**

If you already know the course ID of the class you want, select **Quick Add (Register)** from the Courses and Registration menu. Enter the Course IDs in the spaces provided, then click **Register**. Proceed to Step 4 of the registration instructions.
STEP 4: REGISTER

a. Students have the option of choosing between Pass/No Credit or A-F grading in courses numbered below 1000. Students may also decide to audit courses. Select the desired grading method here, when appropriate.

b. Enter your password, then click Register.

c. Your registration results will display. A successful registration attempt will look like this:

d. If your registration was not successful, you will see Registration Failed, and the reason will appear:
DROPPING OR WITHDRAWING FROM A CLASS

1. Log in to eServices. Click Courses & Registration from the Student e-services window on the left of the page, then select View/Modify Schedule.

2. Click next to the desired class

3. Enter your password and click Drop/Withdraw. Note that a drop or withdrawal will occur based on the date of the action you are attempting. If it is past the last day to withdraw, your attempt will fail.
A successful drop attempt will look like this:

![Successful Drop Attempt](image1)

A successful withdrawal attempt will look like this:

![Successful Withdrawal Attempt](image2)

A failed attempt will look like this:

![Failed Attempt](image3)
CHANGING THE COURSE GRADING METHOD
(A-F, Pass/No Credit, or Audit)

Courses numbered below 1000 can be taken either for a letter grade (A through F) or Pass/No Credit. The course’s description will indicate its default grade method, as will eServices when you register for a class. Any class offered at Normandale can be taken for Audit. You may change to a different grade method at the time you register, or you may change it at a later date (up until the course withdrawal deadline, at which time you can only do so with instructor permission). To change a course’s grade method:

1. Log in to eServices. Click Courses & Registration from the Student e-services window on the left of the page, then select View/Modify Schedule.

2. Click the pen next to the desired class.

3. Select the desired grade method from the drop-down menu, then enter your password and click Submit.

4. Verify your attempt was successful:
Important Note: Notifications will be sent to your my.normandale.edu email account, even if you have not yet activated it. It is important that you access this account and keep close watch so you do not miss your seat if it becomes available.

Click ☑️ to add yourself to the waitlist of a full class.

A window will display to tell you which sections of this same class are available for waitlisting and which sections of a class are still available. Click the “Available Now” tab to add a section of the class that is still available. Otherwise, select the class you want to waitlist and click “Submit”.

You will receive the following confirmation message:

Your Plan will display your waitlisted courses and your place on the list:

Very Important:
Be sure to monitor your my.normandale.edu email account, as you will be notified when your seat becomes available. Once the offer is made you have 24 hours to register. Seat offers can come at any time of the day or night, including times when offices are closed. Therefore, it is extremely important that you are certain you have no holds or other restrictions (such as prerequisite requirements) that will hinder your ability to register.