

Online Registration Instructions

1. Go to www.normandale.edu and click on "Registration" at the top of the page.

2. Read the messages displayed under "Announcements", then click the box at the bottom of the page to acknowledge you have done so. Click the "Proceed to Web Registration" button.

3. Enter your Normandale 8-digit Student ID number and 6-digit PIN in the appropriate fields and click "Login Now".

If you need assistance:

- a. Refer to the "Login Instructions" on the page.
- b. Use the "Helpful Links" and "Help Videos" links on the right side of your screen.
- c. Use the "Lookup ID" and "Lookup PIN/Password" features, located on the left side of your screen under "eServices".

PIN Information for First-Time Users

Your PIN will be defaulted to either the last six digits of your Social Security number or your date of birth in YYMMDD format. For example, if your birth date is January 7, 1976, your PIN is 760107.

The defaulted PIN works only for your initial login; you will be prompted to change it. Re-enter your defaulted PIN in the first field; then choose a 6-digit number (your new PIN cannot begin with zero) and enter it in the next two fields. Click "Change".

4. With a successful login, you will be at the "Welcome to Normandale Community College eServices" 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.

To Check for Holds

Complete steps 1-5. Select "Check Registration Holds". 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 the online registration system when your window is open.

To Add a Class

(and you know the Course ID):

6. If you already know the Course ID number for each of the classes for which you are registering, select "Quick Add (Register)." (Skip to Step 7 if you do not know the Course ID number).

If the appropriate semester is not displayed, click on the appropriate term. Enter the six-digit Course ID numbers, then click "Register Now" at the bottom of the box.

Review your schedule. To make changes, click the back button and repeat this step. If it looks correct, click "Register for these Courses", then proceed to Step 9.

Online Registration Instructions

To Find and Add a Class

(if you don't know the Course ID):

7. If you don't know the Course ID number of the class you wish to add, select "Find a Course". Select the appropriate term from the drop-down menu. Choose the course subject and/or other relevant search parameters and click "Find these Courses".

The Search Results page will provide a list of courses that match your criteria. If you find the class you want, click "Add to cart". Repeat step 7 until you find all of your desired classes.

8. Click the box next to the course numbers of the classes you want, then click "Register for Checked Courses".

Review your schedule. To make changes, click the back button and repeat this step. If it looks correct, click "Register for these Courses", then proceed to Step 9.

Complete Your Registration

9. Enter your PIN and click "Register". If successful, will see the following symbol next to each class:



10. If your registration attempt failed, the failure reason will appear, such as below:

Status	Course	Credits
 Failed	BIOL 1102 - 10 Human Biology Requested course is full	4.0

Warning: You will be allowed to register for classes that create a time conflict. You must drop one of the conflicting classes.

To Change your Schedule

(drop/withdraw/change grading method):

Complete steps 1-5. Select "View/Modify Class Schedule".

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 "View/Modify Class Schedule" again.

Click on the desired Course ID number, select the desired change, and click "Process". When prompted, enter your PIN and click "Process Request".

Confirm and print your schedule

11. Review your schedule—remove any incorrect courses and add correct ones.

12. To print the schedule, go to "File" on the toolbar; drag the arrow down, and click "Print".

Note: You can not print from the registration computers in the College Services Building.

Logout

13. Click "Logout", located in the upper right corner of your screen. Make sure "Logout Successful" appears on the screen. This verifies your session has ended and ensures your private records remain protected.

14. Log back in and verify that your schedule is correct.

Questions?

If you have any problems or questions, call the Records Office at (952) 487-8220, or email us at records@normandale.edu or by using the "Contact Us" link on the log in page.